

UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF ILLINOIS
EASTERN DIVISION

**MARY PRZYTULA and BRAD BREDE, on
behalf of themselves and all others similarly
situated,**

Plaintiffs,

v.

BED BATH & BEYOND INC.,

Defendant.

No. 17 Civ. 5124

DECLARATION OF BRIAN SNELL

I, Brian Snell, based on my personal knowledge of the facts stated herein, testify by

Declaration as follows:

1. I am over the age of 18 and am otherwise competent to testify to the matters contained in this Declaration, and if so called, would testify to the facts below.
2. All of the statements in this Declaration are true and accurate to the best of my knowledge.
3. The facts set forth in this Declaration are based on my own personal knowledge.
4. I became employed by Bed Bath and Beyond Inc. ("BBB") in 2003 as a Department Manager.¹ I was then promoted to a District Customer Service Manager in or around 2004, and to a District Human Resources Manager in or around 2005. Presently, I am a Regional Human Resources Manager of the Northeast Region and have served in that role since 2006. My

¹ The Company no longer employs Department Managers.

territory in the Northeast Region includes stores in New York, Connecticut, and New Jersey. There are currently 75 stores in my territory of the Northeast Region.

5. Six of the Plaintiffs in this action worked in my stores during their time as Assistant Store Managers. These Plaintiffs are: Brad Brede; John Dunne; Chris Dykeman; Lori Forde; Danielle Reha; and Daniel Kehoe.

6. When Assistant Store Managers warn or discipline associates, they must do so in writing, and copies of the same are maintained in the personnel files of the associates that receive the warning or discipline. Attached hereto as Exhibits 1, 2, and 3 are true and accurate copies of documents from various associates' personnel files of John Dunne, Danielle Reha, and Daniel Kehoe's warning and disciplining of associates.

7. Assistant Store Managers are also required to complete performance reviews for the associates they supervise. Copies of these performance reviews are also maintained in the personnel files of the associates that receive the performance reviews. Attached hereto as Exhibits 4, 5, 6, 7, and 8 are true and accurate copies from various associates' personnel files of performance reviews conducted by Brad Brede, John Dunne, Chris Dykeman, Danielle Reha, and Daniel Kehoe.

8. Assistant Store Managers also assist in hiring and firing store associates. Copies of associate applications, reference checks, and documents relating to an associate's termination are maintained in the personnel files of the associate. Attached hereto as Exhibits 9, 10, 11, and 12 are true and accurate copies from various associates' personnel files of documents relating to John Dunne, Lori Forde, Daniel Kehoe, and Chris Dykeman's assistance in hiring and firing store associates.

9. When Assistant Store Managers are disciplined or terminated, Store Managers usually document the discipline and a copy of the warning or discipline is maintained in the Assistant Store Manager's personnel file. Brad Brede, Danielle Reha, John Dunne, and Chris Dykeman were all disciplined on more than one occasion and/or were ultimately terminated. True and accurate copies of discipline and/or termination related documents from Brede, Reha, Dunne, and Dykeman's personnel files are attached hereto as Exhibits 13, 14, 15 and 16.

10. Specifically, Brad Brede was terminated for violating company policy when he borrowed money from two other Assistant Store Managers, and attempted to borrow money from one of his subordinate associates. I had been told that the reason for Brad Brede's requests to borrow money were to cover his gambling debts. However, when questioned about the incidents, Brad Brede claimed that he needed the money to move out of his house and lease a car due to a divorce.


11. Danielle Reha was terminated for violating company policy when she hosted parties at her home to promote and sell Pampered Chef products, which are competitive to BBB's products and demonstrated a conflict of interest in her role as a senior manager with the Company. Further, at her request, several of Danielle Reha's subordinates attended the party.

12. Chris Dykeman was terminated for misconduct when a \$1,200 deposit went missing from his store.

I declare under penalty of perjury that the foregoing is true and correct.

Executed this 18 day of December, 2017.

By:



Brian Snell
Regional Human Resources Manager
Bed Bath and Beyond Inc.

EXHIBIT 1

ASSOCIATE DISCIPLINARY NOTICE

Associate's Name

REDACTED

Date:

8/29/15

Date of hire:

10/17/14

SS#:

xxx-xx

7569

Store #:

1240

(last four digits only)

Circle one:

Termination

Warning

A. Reason(s) for notice (check applicable reasons and explain in section B):

1. () Absence (indicate if unreported, excessive, etc.)
2. () Tardiness
3. () Improper conduct
4. (✓) Failure to follow directions
5. () Violation of company rules
6. () Other

B. Facts leading to the discipline (Be specific, stating detailed explanation of incident, date/time of incident, witness(es), rule violated, etc; refer to any previous verbal and/or written warning(s).)

On 8/29/15, ASM REDACTED was reviewing the front end paperwork for compliance. Upon inspection, REDACTED noted that a weekly communication tracker, Cashier Summary, and daily verifications were not completed for the week.

C. Describe the Company's expectations of associate:

It was explained to REDACTED the financial ramifications of ensuring that this paperwork was done accurately and in a timely manner.

D. Next disciplinary step:

Any further violation for any other violation which in the opinion of management is detrimental to the orderly conduct or integrity of the business, may result in further documentation which may result in further disciplinary action up to and including immediate termination of employment.

Shw Duore 9/2/15
 Manager's Name Date

9/15/15
 Manager's Name Date

REDACTED

Associate's Signature Date
 (This signature indicates that
 associate is aware of this notice.)

Cian Maggione 9/2/15
 Manager's Signature Date

Cian Maggione 9/2/15
 Manager's Signature Date

(Once completed and signed, file in associate's personnel file.)

HR 026A 11/11

ASSOCIATE DISCIPLINARY NOTICE

Associate's Name: **REDACTED**Date: 4/15/16Date of hire: 9/8/13SS#: xxx-xx
(last four digits only)Store #: 1746

Circle one: Termination

Warning

A. Reason(s) for notice (check applicable reasons and explain in section B):

1. ☒ Absence (indicate if unreported, excessive, etc.)
2. ☐ Tardiness
3. ☐ Improper conduct
4. ☐ Failure to follow directions
5. ☐ Violation of company rules
6. ☐ Other

B. Facts leading to the discipline (Be specific, stating detailed explanation of incident, date/time of incident, witness(es), rule violated, etc; refer to any previous verbal and/or written warning(s).)

On the following dates **REDACTED** failed to report for his scheduled shifts: 4/2/16, 4/9/16 and 4/17/16. This plus his 2 latenesses on 3/19/16 and 3/26/16 is excessive and habitual.

C. Describe the Company's expectations of associate:

It is expected of all Red Bank Bayport associates to arrive to work for their scheduled shifts and arrive to work on time.

D. Next disciplinary step:

Any violations of these rules or any other action which in the opinion of management is detrimental to the orderly conduct or integrity of the business, will result in disciplinary action, up to and including immediate termination of employment.

John Duma 4/24/16
Manager's Name Date

Lynette Rives 4/24/16
Manager's Name Date

REDACTED04/24/16.

Associate's Signature Date
(This signature indicates that
associate is aware of this notice.)

[Signature] 4/24/16
Manager's Signature Date

[Signature] 4/24/16
Manager's Signature Date

(Once completed and signed, file in associate's personnel file.)

HR 026A 11/11

ASSOCIATE DISCIPLINARY NOTICE

Associate's Name: **REDACTED**Date: 4/22/16Date of hire: 4/18/16SS#: xxx-xx 7383
(last four digits only)Store #: 1246

Circle one: Termination

Warning

A. Reason(s) for notice (check applicable reasons and explain in section B):

- | | |
|----------------------------------------------------------|-------------------------------------|
| 1. () Absence (indicate if unreported, excessive, etc.) | 4. () Failure to follow directions |
| 2. (X) Tardiness | 5. () Violation of company rules |
| 3. () Improper conduct | 6. () Other |

B. Facts leading to the discipline (Be specific, stating detailed explanation of incident, date/time of incident, witness(es), rule violated, etc; refer to any previous verbal and/or written warning(s).) **REDACTED**

On the following days: 4/18/16, 4/20/16, and 4/22/16. This is
following shifts: was late for his
Obvious excuse are habitual.

C. Describe the Company's expectations of associate: It is expected of all Best Buy
and Beyond associates to arrive to work for their scheduled shifts
and arrive to work on-timeD. Next disciplinary step: Any violation of these rules or any other action
which in the opinion of management is detrimental to the orderly conduct
or integrity of the business will result in disciplinary action
up to and including immediate termination of employment

<u>John Danne</u> <u>4/22/16</u>	<u>Cian Maguire</u> <u>4/22/16</u>
Manager's Name Date	Manager's Name Date

REDACTEDAssociate's Signature Date
(This signature indicates that
associate is aware of this notice.)

<u>[Signature]</u> <u>4/22/16</u>	<u>Cian Maguire</u> <u>4/22/16</u>
Manager's Signature Date	Manager's Signature Date

(Once completed and signed, file in associate's personnel file.)

HR 026A 11/11

**BED BATH &
BEYOND**
Beyond any store of its kind.

HARMONY
FACE VALUES™

**Christmas
Tree Shops**

**buybuy
BABY**

Note File

Associate's Name **REDACTED** Date of hire: _____

Store #: 1246

Date: 10/27/16

REDACTED WAS LATE TO WORK 5 DAYS IN SEPT.
AND 5 DAYS IN OCTOBER. I SPOKE WITH **REDACTED**
AND EXPLAINED THAT HE NEEDS TO ARRIVE TO WORK
ON TIME. ANY VIOLATIONS OF THESE RULES OR ANY
OTHER ACTION, WHICH IN THE OPINION OF MANAGEMENT
IS DETRIMENTAL TO THE ORDERLY CONDUCT OR INTEGRITY
OF THE BUSINESS, WILL RESULT IN DISCIPLINARY ACTION,
UP TO AND INCLUDING IMMEDIATE TERMINATION OF
EMPLOYMENT.

Don Dunne Asm
Manager's Printed Name / Title

(Once completed and signed, file in associate's personnel file.)

[Signature] 10/27/16
Manager's Signature Date

ASSOCIATE DISCIPLINARY NOTICE

Associate's Name: **REDACTED** Date: 1/3/2017Date of hire: 3/12/15 SS#: XXX-XX Store #: 1246
(last four digits only)

Circle one: Termination Warning

A. Reason(s) for notice (check applicable reasons and explain in section B):

- | | |
|----------------------------------------------------------|-------------------------------------|
| 1. (X) Absence (indicate if unreported, excessive, etc.) | 4. () Failure to follow directions |
| 2. (X) Tardiness | 5. () Violation of company rules |
| 3. () Improper conduct | 6. () Other |

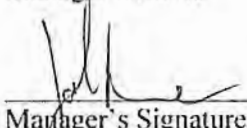
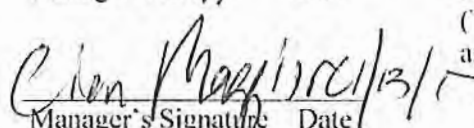
REDACTED

B. Facts leading to the discipline (Be specific, stating detailed explanation of incident, date/time of incident, witness(es), rule violated, etc; refer to any previous verbal and/or written

warning(s).) Since last conversation on October 18th about her attendance as been late to work 14 times, and missed work 5 times. On 10/26 and 10/27 she called out sick. She was late 11/8 and 11/16, and called out again on 11/21. In the month of December, Rosanna was late 12/1 12/2, 12/5, 12/6, 12/12, 12/13 12/14, 12/15, 12/16, 12/19/ 12/27, and 12/30. She also called out sick on 12/9 and 12/26.

C. Describe the Company's expectations of associate: It is Expected of to show up for her scheduled shifts on time, and not to call out excessively

D. Next disciplinary step: Any violations of these rules or any other action, which in the opinion of management is detrimental to the orderly conduct or integrity of the business, will result in disciplinary action, up to and including immediate termination of employment.

John Duvine 1/3/17	Clon Maguire 1/13/17	REDACTED 1/3/17
Manager's Name Date	Manager's Name Date	Associate's Signature Date
 1/3/17	 1/13/17	(This signature indicates that associate is aware of this notice.)
Manager's Signature Date	Manager's Signature Date	

(Once completed and signed, file in associate's personnel file.)

HR 026A 11/11

ASSOCIATE DISCIPLINARY NOTICE

Associate's Name: **REDACTED**Date: 4/11/17Date of hire: 9/7/16SS#: XXX-XX
(last four digits only)Store #: 1246

Circle one: Termination

Warning

A. Reason(s) for notice (check applicable reasons and explain in section B):

1. ☒ Absence (indicate if unreported, excessive, etc.) 4. ☐ Failure to follow directions
 2. ☐ Tardiness 5. ☐ Violation of company rules
 3. ☐ Improper conduct 6. ☐ Other

REDACTED

B. Facts leading to the discipline (Be specific, stating detailed explanation of incident, date/time of incident, witness(es), rule violated, etc; refer to any previous verbal and/or written

warning(s).) ON 4/9/17, FAILED TO SHOW UP FOR HIS SCHEDULED SHIFT. HE HAD TOLD US THAT HE GOT SOMEONE TO COVER HIS SHIFT AND WOULDNT BE IN, BUT THE PERSON HE SAID HE GOT TO COVER SAID HE WAS UNABLE TO COVER. THIS LEFT THE STORE IN A BAD POSITION ON A BUSY SUNDAY, AND AFFECTED CUSTOMER SERVICE IN A NEGATIVE WAY.

C. Describe the Company's expectations of associate: IT IS EXPECTED BY THE COMPANY THAT OUR ASSOCIATES FOLLOW THEIR SCHEDULES AS LISTED ON FELLOW PROCEDURES TO GET COVERAGE

D. Next disciplinary step: ANY VIOLATION OF THESE RULES OR ANY OTHER ACTION, WHICH IN THE OPINION OF MANAGEMENT IS DETERMINED TO BE A SERIOUS VIOLATION OR INTEGRITY OF THE BUSINESS, WILL RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING IMMEDIATE TERMINATION OF EMPLOYMENT

Sohn Anne 4/11/17
 Manager's Name Date

[Signature] 4/11/17
 Manager's Name Date

REDACTED 4/11/17
 Associate's Signature Date
 (This signature indicates that
 associate is aware of this notice.)

[Signature] 4/11/17
 Manager's Signature Date

[Signature] 4/11/17
 Manager's Signature Date

(Once completed and signed, file in associate's personnel file.)

HR 026A 11/11

ASSOCIATE DISCIPLINARY NOTICE

Associate's Name **REDACTED**

Date: 5/1/2017

Date of hire: 2/10/15

SS#: XXX-XX 2606

Store #: 1246

(last four digits only)

Circle one: Termination

Warning

A. Reason(s) for notice (check applicable reasons and explain in section B):

- | | |
|----------------------------------------------------------|-------------------------------------|
| 1. () Absence (indicate if unreported, excessive, etc.) | 4. () Failure to follow directions |
| 2. () Tardiness | 5. () Violation of company rules |
| 3. <input checked="" type="checkbox"/> Improper conduct | 6. () Other |

B. Facts leading to the discipline (Be specific, stating detailed explanation of incident, date/time of incident, witness(es), rule violated, etc; refer to any previous verbal and/or written **REDACTED** warning(s).) On 4/22/17, a customer visited the store and filed a customer complaint over poor service and conduct performed by [REDACTED] was observed through

video handling the sales transaction with poor body language, and utilizing her cell phone for unauthorized uses, also not satisfying the customer for the price discrepancies over/under \$5.00, which all cashiers have been trained and empowered to do. [REDACTED] has been spoken to previously by SM

and ASM John Dunne concerning other customer complaints regarding her exhibiting poor service at the Front End prior to this complaint on 2/10/17 and 2/11/17

C. Describe the Company's expectations of associate: It is expected of all Bed Bath and Beyond associates to follow all rules and training policies in regards to customer service in the store.

D. Next disciplinary step: Any further violation, or any other violation which in the opinion of management is detrimental to the orderly conduct and integrity of the business, may result in further disciplinary action, up to and including immediate termination of employment.

Cham [Signature] 5/1/17
 Manager's Name Date

John Dunne 5/1/17
 Manager's Name Date

REDACTED

Associate's Signature Date [Signature] 5-1-17
 (This signature indicates that associate is aware of this notice.)

Cham [Signature] 5/1/17
 Manager's Signature Date

[Signature] 5/1/17
 Manager's Signature Date

(Once completed and signed, file in associate's personnel file.)

HR 026A 11/11

EXHIBIT 2



Note to File

Associate's Name: REDACTED Date of hire: _____

Store #: 260

Date: 12/14/15

Danielle Rehs spoke to REDACTED on 12/14/15
Regarding a customer complaint on
12/14/15. As a customer was exiting, she
told the manager, "that
although REDACTED was very nice, she
"talked too much and was in
everyones business". I told REDACTED
what the customer said and she
said she understands, that she will
be more professional going forward

Danielle Rehs OPR
 Manager's Printed Name /Title

(Once completed and signed, file in associate's personnel file.)

DRehs 12/14/15
 Manager's Signature Date



Note to File

Associate's Name **REDACTED** Date of hire: 11/25/07
Store #: 2160
Date: 3/10/16

Danielle R spoke to _____ on 3/10/16
regarding Replenishment expectations.
Danielle told _____ he was to
follow the Replenishment schedule
daily. He needs to pull towels
6-10A on Mondays and 8³⁰-11³⁰ on
Tues-Thurs. He is supposed to work
on pulling/packing out hbc
Replenishment and stockroom
Maintenance after that. was →

Danielle Rehs
Manager's Printed Name / Title

(Once completed and signed, file in associate's personnel file.)

[Signature] 3/10/16
Manager's Signature Date



Note to File

REDACTED

Associate's Name

Date of hire: 3/23/16

Store #: 260

Date: 2/16/17

REDACTED

REDACTED

Danielle & spoke to
about his performance issues on
2/16/17.

REDACTED

has frequent latenesses. Danielle
set the expectation that REDACTED needs
to be at work on time for his scheduled
shifts.

REDACTED

leaves early every shift. He
leaves up to 10 minutes early every
day. When asked why REDACTED couldn't
give a reason, then eventually

Danielle Rehr
Manager's Printed Name/Title

(Once completed and signed, file in associate's personnel file.)

Danielle Rehr 2/16/17
Manager's Signature Date

Said it was to get to
School on time. Danielle set the
expectation that REDACTED needs to
work his full scheduled shift.

REDACTED was observed sitting in his
car for at least 10 minutes
while punched in, while he was
supposed to be getting cassettes.

REDACTED said he was looking for
his phone. Danielle reset the
expectation that REDACTED is expected
to do his scheduled tasks and not
take breaks while on the
clock.



Note to File

Associate's Name **REDACTED** Date of hire: _____

Store #: 200

Date: 5/10/16

On 5/10/16 **REDACTED** and Danielle
spoke to about her frequent
cell out **REDACTED** has called
out 8 times since January 1, 2016.
Craig and Danielle explained
to that she needs to be
at work and on time for
her scheduled shifts.

Danielle Rehs Ops
Manager's Printed Name /Title

(Once completed and signed, file in associate's personnel file.)

Danielle Rehs
Manager's Signature Date



Note to File

REDACTION

Associate's Name: _____

Date of hire: 10-25-11

Store #: 2600

Date: 5/11/16

REDACTION

ON 5/11/16 - Danielle spoke to
_____ Regarding her dress
code. _____ came to work in
a see-through shirt with a hood.
It was brought to _____
attention that she was required
to be in dress code per BBB
standards at all times.
~~It was stated~~

Danielle Behr ops
Manager's Printed Name / Title

(Once completed and signed, file in associate's personnel file.)

D Behr 5/11/16
Manager's Signature Date

ASSOCIATE DISCIPLINARY NOTICE

Associate's Name **REDACTED**

Date: June 6/24/16

Date of hire: 10/25/2011x

SS# : xxx-xx

Store #: 0260

(last four digits only)

Circle one: Termination

Warning

A. Reason(s) for notice (check applicable reasons and explain in section B):

1. () Absence (indicate if unreported, excessive, etc.)
2. () Tardiness
3. () Improper conduct
4. (X) Failure to follow directions
5. () Violation of company rules
6. () Other

REDACTED

B. Facts leading to the discipline (Be specific, stating detailed explanation of incident, date/time of incident, witness(es), rule violated, etc; refer to any previous verbal and/or written

warning(s).) On 06/24/2016, Danielle Reha and spoke to Ashley about her dress code, came to work wearing a see through white tee shirt. was spoken to on 05/11/16 by Danielle about her dress code. On that day, she also came in wearing a different see through shirt. It was explained to that she must follow dress code.

C. Describe the Company's expectations of associate: All associates must be in dress code.

D. Next disciplinary step:

Danielle and reiterated the expectations that BB has for all associates and made it clear that any reoccurrence of this or any other violation of company policy, inconsistent work performance, or any other action, which in the opinion of management is detrimental to the orderly conduct or integrity of the business, will result in further disciplinary action, up to and including immediate termination.

Danielle Reha 06/24/16
Manager's Name Date

Skip Schumann 06/24/16
Manager's Name Date

REDACTED

Associate's Signature Date ()
(This signature indicates that associate is aware of this notice.)

Danielle Reha 6/24/16 [Signature] 6-24/16
Manager's Signature Date Manager's Signature Date

(Once completed and signed, file in associate's personnel file.)

HR 026A 11/11

ASSOCIATE DISCIPLINARY NOTICE

Associate's Name: **REDACTED** Date: 11/05/16

Date of hire: 05/16/16 SS#: xxx-xx Store #: 260
(last four digits only)

Circle one: Termination Warning

A. Reason(s) for notice (check applicable reasons and explain in section B):

- | | |
|------------------------------------------------------------------------------------------|----------------------------------------------------------|
| 1. <input checked="" type="checkbox"/> Absence (indicate if unreported, excessive, etc.) | 4. <input type="checkbox"/> Failure to follow directions |
| 2. <input checked="" type="checkbox"/> Tardiness | 5. <input type="checkbox"/> Violation of company rules |
| 3. <input type="checkbox"/> Improper conduct | 6. <input type="checkbox"/> Other |

REDACTED

B. Facts leading to the discipline (Be specific, stating detailed explanation of incident, date/time of incident, witness(es), rule violated, etc; refer to any previous verbal and/or written warning(s).) was late 1 hour and 45 minutes on 11/05/16. was spoken to about his attendance on 08/28/16 and give a written warning

C. Describe the Company's expectations of associate: Bed Bath and Beyond expects all employees to be at work on time for their shifts.

D. Next disciplinary step: Any recurrence of this or any other violation of company policy, inconsistent work performance, or any other action, which in the opinion of management is detrimental to the orderly conduct or integrity of the business will result in further disciplinary action up to and including immediate termination.

REDACTED

Danielle Roha	11/05/16	Robert Cain	11/05/16
Manager's Name	Date	Manager's Name	Date

Associate's Signature Date
(This signature indicates that associate is aware of this notice.)

Danielle Roha 11/5/16
Manager's Signature Date

Robert Cain 11/5/16
Manager's Signature Date

(Once completed and signed, file in associate's personnel file.)

HR 026A 11/11

ASSOCIATE DISCIPLINARY NOTICE

REDACTED

Associate's Name:

Date: 01/18/2017

Date of hire: 10/25/2011

SS#: xxx-xx

Store #: 260

(last four digits only)

Circle one:

Termination

Warning

A. Reason(s) for notice (check applicable reasons and explain in section B):

- | | |
|-------------------------------------------------------------------------------|----------------------------------------------------------|
| 1. <input type="checkbox"/> Absence (indicate if unreported, excessive, etc.) | 4. <input type="checkbox"/> Failure to follow directions |
| 2. <input type="checkbox"/> Tardiness | 5. <input type="checkbox"/> Violation of company rules |
| 3. <input type="checkbox"/> Improper conduct | 6. <input type="checkbox"/> Other |

REDACTED

B. Facts leading to the discipline (Be specific, stating detailed explanation of incident, date/time of incident, witness(es), rule violated, etc; refer to any previous verbal and/or written

warning(s).) On 01/18/2017, Danielle and spoke to, about her dress code. came to work on 1/17/17 not in proper dress code. was wearing a shirt that said STAR WARS in big letters, and the whole front of the shirt was a graphic scene from the movie. The shirt had a hood. was told she could not work in improper dress code. she left for the day and did not work her shift. has been spoken to on 05/11/16, 06/24/2016 and 08/20/16 about not being in proper dress code.

C. Describe the Company's expectations of associate: BBB expects all associates to be in proper dress code at all times.

D. Next disciplinary step: Danielle and reiterated the expectations the BBB has for all associates and made it clear that any recurrence of this or any other violation of company policy, inconsistent work performance, or any other action, which in the opinion of management is detrimental to the orderly conduct or integrity of the business, will result in further disciplinary action, up to and including immediate termination.

REDACTED

Craig Donohue 01/18/17

Manager's Name Date

Danielle Reha 01/18/17

Manager's Name Date

Associate's Signature Date
(This signature indicates that
associate is aware of this notice.)

Manager's Signature Date

Manager's Signature Date

(Once completed and signed, file in associate's personnel file.)

FOR 026A 11/11



Note File

REDACTED

Associate's Name:

Date of hire: _____

Store #: 260

Date: 1/18/17

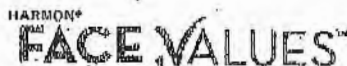
Danielle and spoke to
REDACTED on 1/18/17. On 01/17/17,
REDACTED was not in dress code
and was told she was not
allowed to work. She said if
she had to leave to get
changed she would not come
back to work. She was told
that she was expected to be
back to work. She did not come
back. REDACTED was told on 1/18/17

→

Danielle Pehs Ops
Manager's Printed Name/Title
(Signature) 1/18/17
Manager's Signature Date

(Once completed and signed, file in associate's personnel file.)

that her leaving and not
coming back was unacceptable,
disrespectful and insubordinate.



11/21

Note to File

Associate's Name: **REDACTED**

Date of hire: 9/7/16

Store #: 260

Date: 1/24/17

REDACTED

has been late 2 times
and called out 2 times in
the first 2 weeks of January.
Attendance needs to improve

Danielle Peha ops
Manager's Printed Name/Title

(Once completed and signed, file in associate's personnel file.)

Danielle Peha 1/24/17
Manager's Signature Date



Note File

REDACTED

Associate's Name: _____ Date of hire: _____

Store #: 260

Date: 4/6/17

REDACTION

Danielle spoke to on
4/6/17 regarding his personal
productivity in receiving.

REDACTION

gets distracted too
easily, loses focus, & does not
meet the 2.0 goal set in
receiving.

REDACTION

understands
how/why productivity works
now and will work to
goals in the future.

Danielle Pels ops

(Once completed and signed, file in associate's personnel file.)

Manager's Printed Name / Title

Candice Pels 4/6/17

Manager's Signature

Date

buybuy BABY

Christmas Tree Shops

FACE VALUES

BED BATH & BEYOND
Beyond any store of its kind.

Note File

REDACTED

Associate's Name

Store #: 2600

Date: 4/9/17

Date of hire:

REDACTED

Danielle Rola spoke to
her Replenishment reports
about

REDACTED

is not following procedure
by leaving reports on Danielle's
desk, and by not writing her
daily pull numbers on the
replenishment board.
w/olmsford that she must
leave her papers for Danielle,
& write her numbers on one
board daily.

REDACTED

(Once completed and signed, file in associate's personnel file.)

Danielle Rola, ops
Manager's Signature
Date: 4/10/17

ASSOCIATE DISCIPLINARY NOTICE

REDACTED

Associate's Name: _____

Date: 04/25/2017

Date of hire: 11/18/2015

SS#: XXX-XX

Store #: 0260

(last four digits only)

Circle one:

Termination

Warning

A. Reason(s) for notice (check applicable reasons and explain in section B):

- | | |
|-------------------------------------------------------------------------------|----------------------------------------------------------|
| 1. <input type="checkbox"/> Absence (indicate if unreported, excessive, etc.) | 4. <input type="checkbox"/> Failure to follow directions |
| 2. <input type="checkbox"/> Tardiness | 5. <input type="checkbox"/> Violation of company rules |
| 3. <input type="checkbox"/> Improper conduct | 6. <input type="checkbox"/> Other |

REDACTED

B. Facts leading to the discipline (Be specific, stating detailed explanation of incident, date/time of incident, witness(es), rule violated, etc; refer to any previous verbal and/or written

warning(s).) ON 04/25/17, DANIELLE R AND SPOKE TO ABOUT HIS FREQUENT ATTENDANCE ISSUES. HAS BEEN SPOKEN TO REGARDING THIS ISSUE ON 02/20/17 BY FRANK. CALLED OUT ON 03/14/17 AND 04/24/17. WAS LATE 8 MINUTES ON 03/07, 8 MINS ON 03/28, 7 MINS ON 03/30, 7 MINS ON 04/12, 10 MINS ON 04/19 AND 57 MINS ON 04/21. IS AT LEAST 4-5 MINUTES LATE EVERY SINGLE SHIFT.

C. Describe the Company's expectations of associate: BED BATH AND BEYOND EXPECTS ALL ASSOCIATES TO BE ON TIME FOR THEIR SCHEDULED SHIFTS.

D. Next disciplinary step: ANY RE-OCCURRENCE OF THIS OR ANY OTHER VIOLATION OF COMPANY POLICY, INCONSISTENT WORK PERFORMANCE, OR ANY ACTION WHICH IN THE OPINION OF MANAGEMENT IS DETRIMENTAL TO THE ORDERLY CONDUCT OF THE INTEGRITY OF THE BUSINESS, WHICH WILL RESULT IN FURTHER DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION.

REDACTED

Danielle Roberts 4/25/17
Manager's Name Date

Stacy Tarphan
Manager's Name Date

Associate's Signature Date
(This signature indicates that associate is aware of this notice.)

Danielle Roberts 4/25/17
Manager's Signature Date

Stacy Tarphan 4/25/17
Manager's Signature Date

(Once completed and signed, file in associate's personnel file.)

HR 026A 11/11

ASSOCIATE DISCIPLINARY NOTICE

Associate's Name **REDACTED**

Date: 05/02/2017

Date of hire: 11/10/05

SS#: XXX-XX

Store #: 260

(last four digits only)

Circle one: Termination

Warning

A. Reason(s) for notice (check applicable reasons and explain in section B):

- | | |
|----------------------------------------------------------|-------------------------------------|
| 1. () Absence (indicate if unreported, excessive, etc.) | 4. () Failure to follow directions |
| 2. () Tardiness | 5. () Violation of company rules |
| 3. () Improper conduct | 6. () Other |

REDACTED

B. Facts leading to the discipline (Be specific, stating detailed explanation of incident, date/time of incident, witness(es), rule violated, etc; refer to any previous verbal and/or written

warning(s).) was spoken to on 4/2/17 about attendance and punctuality. was told she needs to be at her designated area by the time she is scheduled. Since that conversation has not been at her designated area 10 more times. She has also called out 2 times.

C. Describe the Company's expectations of associate: The company expectations are for all associates to be punched in and ready for their shifts when they are scheduled.

D. Next disciplinary step: reiterated the expectations that Bed Bath and Beyond has for all associates and made it clear that any recurrence of this or any other violation of company policy, inconsistent work performance or any other action which in the opinion of management is detrimental to the orderly conduct or integrity of the business will result in further disciplinary action up to and including immediate termination of employment.

Robert Cain 5/2/17
Manager's Name DateDanielle Reha 5/2/17
Manager's Name Date**REDACTED**Associate's Signature Date
(This signature indicates that
associate is aware of this notice.)Robert Cain 5/2/17
Manager's Signature DateDanielle Reha 5/2/17
Manager's Signature Date

(Once completed and signed, file in associate's personnel file.)

HR 026A 11/11



Note to File

REDACTED

Associate's Name:

Date of hire: _____

Store #: 200

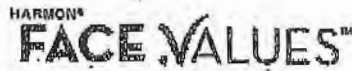
Date: 5/4/17

Danielle R spoke to REDACTED
today regarding her
attendance. She is frequently
late. I asked her if she
needed us to change her
start time to help her be on
time and she said no. I
asked if she needed anything
at all from us and she said
no. She understands that
she needs to be on time for her
shifts going forward.

Danielle Pebs *DP*
Manager's Printed Name / Title

(Once completed and signed, file in associate's personnel file.)

Danielle Pebs 5/4/17
Manager's Signature Date



Note to File

REDACTED

Associate's Name _____ Date of hire: 10/12/14

Store #: 200

Date: 5/4/17

Danielle R spoke to REDACTED about
his frequent latenesses.
REDACTED understands the
importance of being on
time and will be on time
for his scheduled shifts
going forward.

Danielle Reha AS
Manager's Printed Name /Title

(Once completed and signed, file in associate's personnel file.)

Danielle Reha 5/4/17
Manager's Signature Date

**BED BATH &
BEYOND**
Beyond any store of its kind.

HARMON
FACE VALUES

**Christmas
Tree Shops**

**buybuy
BABY**

Note to File

REDACTED
Associate's Name

Date of hire: 11-05-05

Store #: 2100

Date: 10-01-17

Danielle & **REDACTED** spoke to **REDACTED**
on 10/01/17. It was brought to
Danielle's attention that **REDACTED**
was saying hurtful things to
another associate. Danielle told
REDACTED that when he is on
the clock he must be
professional while dealing
with his coworkers and
speak minimally but professional.

Danielle Deha **MS**
Manager's Printed Name / Title

(Once completed and signed, file in associate's personnel file.)

[Signature] 10/01/17
Manager's Signature Date

BED BATH & BEYOND
Beyond any store of its kind.

HARMON
FACE VALUES

Christmas Tree Shops

buybuy BABY

* Reminder conversation

Note to File

REDACTED

Associate's Name

Date of hire: _____

Store #: 200

Date: 6/01/17

REDACTED

was issued a written
warning for attendance on
4/25/17 by Danielle & REDACTED

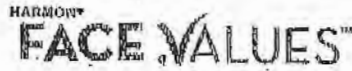
REDACTED

was late 10 mins on 5/19
and called out sick on 5/23/17.
This is a reminder conversation
that REDACTED needs to be on time
for his scheduled shifts. Danielle
& REDACTED spoke to him on
06/01/17

Danielle Dehs ops
Manager's Printed Name / Title

(Once completed and signed, file in associate's personnel file.)

D Dehs 6/01/17
Manager's Signature Date



Note to File

REDACTED

Associate's Name

Date of hire: 07/05/04

Store #: 220

Date: 10/01/17

Danielle and ^{REDACTED} spoke to ^{REDACTED}
on 10/01/17 about his attitude while
working. It was brought to our
attention that ^{REDACTED} spends most of
his day complaining about one or
two topics, mainly management,
for the entire day. ^{REDACTED} constant
complaining is disrupting the
team. Danielle told ^{REDACTED} that if he
has issues he needs to speak to →

Danielle Pehrns ops
Manager's Printed Name / Title

(Once completed and signed, file in associate's personnel file.)

Danielle Pehrns 10/01/17
Manager's Signature Date

a manager who can help him
instead of voicing his disgruntledness
to the team. REDACTED said he
understands and will not
complain to his peers going
forward.

EXHIBIT 3

ASSOCIATE DISCIPLINARY NOTICE

Associate's Name: **REDACTED**

Date: July 26, 2016

Date of hire: 12/28/2015

SS#: **xxx-xx-0772**

Store #: 0105

(last four digits only)

Circle one: Termination

Warning

A. Reason(s) for notice (check applicable reasons and explain in section B):

- | | |
|-------------------------------------------------------------------------------|---------------------------------------------------------------------|
| 1. <input type="checkbox"/> Absence (indicate if unreported, excessive, etc.) | 4. <input checked="" type="checkbox"/> Failure to follow directions |
| 2. <input type="checkbox"/> Tardiness | 5. <input type="checkbox"/> Violation of company rules |
| 3. <input type="checkbox"/> Improper conduct | 6. <input type="checkbox"/> Other |

B. Facts leading to the discipline (Be specific, stating detailed explanation of incident, date/time of incident, witness(es), rule violated, etc; refer to any previous verbal and/or written **REDACTED** warning(s).) On July 19, 2016, Operations Manager, had a role to file conversation with regarding his work productivity.

his ability to follow directions, and his willingness to accept constructive criticism. At the end of the conversation, stated that he understood what the expectations were for his put-away responsibilities. On July 26, 2016, failed to POG his backstock in the lower stockroom, placed merchandise on the sales floor in the wrong locations, and was unable to follow direction as to where to merchandise a boxed window treatment accessory. Because of all of this, he was unable to complete his conveyance in the 1 hour of allotted time to make his productivity goal.

C. Describe the Company's expectations of associate: Bad Bath and Beyond associates are expected to follow certain generally accepted rules of conduct. These rules are designed to assure that our associates behave at all times with common courtesy, common decency and common sense. Any violation of these rules, or any other action, which in the opinion of management is detrimental to the orderly conduct or integrity of the business, will result in disciplinary action, up to and including immediate termination of employment.

D. Next disciplinary step: productivity and ability to accomplish tasks will be evaluated and measured on an on-going basis. Any failure to meet the expectations of finishing at least 1 conveyance in an hour; following directions given to him by the put-away team lead; finishing his job accurately and in a safe manner; will result in further disciplinary action.

Brian Gill 7-26-16
Manager's Name Date

Donald Fisher 7/26/16
Manager's Name Date

REDACTED 7-26-16
Associate's Signature Date
(This signature indicates that associate is aware of this notice.)

Brian M. Gill 7-26-16
Manager's Signature Date

[Signature] 7/26/16
Manager's Signature Date

(Once completed and signed, file in associate's personnel file.)

HR 026A 11/11

Job in Jeopardy
ASSOCIATE DISCIPLINARY NOTICE

Associate's Name **REDACTED** Date: August 16, 2016

Date of hire: 12/29/2015 SS#: XXX-XX 0772 Store #: 105
(last four digits only)

Circle one: Termination Warning

A. Reason(s) for notice (check applicable reasons and explain in section B):



- | | |
|----------------------------------------------------------|---------------------------------------------------------------------|
| 1. () Absence (indicate if unreported, excessive, etc.) | 4. <input checked="" type="checkbox"/> Failure to follow directions |
| 2. () Tardiness | 5. () Violation of company rules |
| 3. () Improper conduct | 6. () Other |

REDACTED

B. Facts leading to the discipline (Be specific, stating detailed explanation of incident, date/time of incident, witness(es), rule violated, etc; refer to any previous verbal and/or written warning(s).) On August 16, 2016, As part of the put away team, was responsible for clearing out a cage of merchandise for the second floor. On his cage, he had 5 sets of dreamzone sheets in blue that he should have backstocked in the sheet stockroom. As I, Bernadette Price, was walking the sheet stockroom I found the sheets left in a shopping cart. When I asked about it, he said he left it there because he didn't know where to put it. I asked him what he should have done, he told me he could have paged someone for help. In the same shift, I found on his phone twice. I addressed him the first time as a warning and found him later on the phone again. During that time, he should have completed a small replenishment project in windows that should not have taken more than 30 min. He did not complete that project until 10am. More than 2 hours after he started. has had numerous conversations with members of the leadership team regarding the expectations of put away associates, failure to follow directions and work productivity.

C. Describe the Company's expectations of associate: The expectation of every employee at Bed Bath & Beyond is that they follow the directions of the company when it comes to company standards. This includes putting merchandise away in the proper location, entering any merchandise that is being put away in the stockroom in our POG system, not using personal phones for personal use on company time and hitting productivity goals for replenishing.

D. Next disciplinary step: is being placed on a job in jeopardy at this time. Any violations of the rules, or any other action, which in the opinion of management is detrimental to the orderly conduct or integrity of the business, will result in disciplinary action, up to and including termination of employment.

<i>Daniel Dehue</i> 8/17/16	<i>Danielle Squires</i> 8/17/16	REDACTED 8/17/16
Manager's Name Date	Manager's Name Date	Associate's Signature Date
(This signature indicates that associate is aware of this notice.)		
 8/17/16	 8/17/16	
Manager's Signature Date	Manager's Signature Date	

(Once completed and signed, file in associate's personnel file.)

HR 026A 11/11

EXHIBIT 4



REDACTED

SALES FORCE PERFORMANCE REVIEW (Page 1 of 2)

Name: _____ Store #: 850 Date of review: 7/30/16

(Circle review type & indicate Date Due)

90 DAY REVIEW DUE: _____ OTHER (_____) Review due: _____

ANNUAL REVIEW DUE: 7-30-16

DATE OF HIRE: 9-23-15

THIS PERFORMANCE REVIEW IS BEING PREPARED BY AND/OR A RESULT OF INPUT FROM THE FOLLOWING MANAGERS:

Printed Name <u>GRAN BAENE</u>	Signature <u>[Signature]</u>	Position <u>ASM</u>
Printed Name _____	Signature _____	Position _____
Printed Name _____	Signature _____	Position _____
Printed Name _____	Signature _____	Position _____
Printed Name _____	Signature _____	Position _____
Printed Name _____	Signature _____	Position _____

KEY: E - Excellent, V - Very Good, G - Good, N - Needs Improvement, U - Unacceptable

(Draw a line through any skill which isn't applicable.)

E V G N U

CUSTOMER SERVICE SKILLS

- | | | | | | |
|------------------------------------------------------------------------------------------------------|---|----------|----------|----------|---|
| * Understands that the customer is our main priority and consistently maintains a customer focus. | E | V | <u>G</u> | N | U |
| * Ensures a prompt, friendly approach to all customers. | E | V | <u>G</u> | N | U |
| * Escorts customers seeking location(s) of specific merchandise. | E | V | <u>G</u> | N | U |
| * Is alert to customer needs and offers a cart whenever appropriate. | E | V | <u>G</u> | N | U |
| * Determines customer needs and works to add-on/upgrade sell. | E | <u>V</u> | G | N | U |
| * Responds quickly to customer inquiries and "Passes the Buck" whenever necessary. | E | V | <u>G</u> | N | U |
| Complies with Bridal and Gift Registry program standards when servicing both registrants and guests. | E | V | <u>G</u> | N | U |
| * Works to expand product knowledge within home department. | E | V | G | <u>N</u> | U |
| * Works to expand product knowledge throughout total store. | E | V | G | <u>N</u> | U |
| * Answers phone promptly and uses proper phone etiquette. | E | V | <u>G</u> | N | U |

TEAM SKILLS

- | | | | | | |
|----------------------------------------------------------------------------------------------------------|---|----------|----------|----------|---|
| * Demonstrates Initiative and completes projects in a timely manner. | E | V | <u>G</u> | N | U |
| * Accepts constructive criticism and acts upon it. | E | V | <u>G</u> | N | U |
| * Maintains a positive outlook toward job. | E | V | <u>G</u> | N | U |
| * Communicates effectively with Management and other associates. | E | V | <u>G</u> | N | U |
| * Works the schedule set by the Manager but demonstrates flexibility when needs of the business dictate. | E | <u>V</u> | <u>G</u> | N | U |
| * Is a team player. | E | V | <u>G</u> | N | U |
| * Exhibits professional manner, dress and appearance at all times. | E | V | G | <u>N</u> | U |

OPERATIONS & PROCEDURES

- | | | | | | |
|------------------------------------------------------------------------------------------------------------|---|---|----------|---|---|
| * Understands and utilizes JDA to resolve selling floor inquiries. | E | V | <u>G</u> | N | U |
| * Is familiar with transfers, special orders, ship directs and follows through to completion. | E | V | <u>G</u> | N | U |
| * Has developed knowledge of Bridal/Gift Registry service and adheres to all special operating procedures. | E | V | <u>G</u> | N | U |
| * Responds to phone orders quickly, notifies customer and ensures resolution of orders. | E | V | <u>G</u> | N | U |
| Handles all paperwork with accuracy and efficiency. | E | V | <u>G</u> | N | U |
| * Adheres to shortage reduction and compliance procedures. | E | V | <u>G</u> | N | U |
| * Safely handles equipment and maintains a safety awareness. | E | V | <u>G</u> | N | U |

SALES FORCE PERFORMANCE REVIEW (Page 2 of 2)

1. ATTENDANCE & PUNCTUALITY:

Acceptable



Not Acceptable

GOALS AND OBJECTIVES

Objectives Accomplished

List the specific goals and objectives accomplished by the associate during the appraisal period, compared with the results expected from goals established at previous review or during the period.

N/A

Unaccomplished Objectives

List the specific goals and objectives not accomplished by the associate during the appraisal period, compared with the expected results as defined in previous review or during the period.

N/A

Goals and Objectives for next Review Period:

Identify 2-3 quantitative and/or qualitative goals or objectives the associate should focus on during the next review period. (For each goal or objective indicate how accomplishment of goal/objective will be measured and indicate target date for accomplishments.)

REDACTED WORKS WELL WITH OTHERS AND HAS GOOD
PRODUCT KNOWLEDGE. HE KNOWS OUR SYSTEMS.

Strengths and Weaknesses:

Describe any of the associate's strengths or weaknesses which you feel are materially related to their performance and which are not addressed elsewhere in this review

REDACTED WORKS HARD NEED TO STAY FOCUSED
HE HAS MISSED A FEW SHIFTS. NEED TO BE MORE
ENGAGING.

Circle one rating

3. OVERALL RATING FOR PERIOD

E V ☒ N U

Date of Review: 9-30-2016

REDACTED

Reviewed associate's signature after review conference:

Signature

Date

9-30-16

Reviewer's signature after review conference:

Signature

Date

9-30-16

Reviewer's Printed Name

Date

BRAD BREDE

9-30-16



SALES FORCE PERFORMANCE REVIEW (Page 1 of 2)

REDACTED

Name: _____ # 850 Date of review: 7/30/16

Circle review type & Indicate Date Due:

 90 DAY REVIEW DUE: _____ OTHER (_____) Review due: _____
 ANNUAL REVIEW DUE: ☒ 7-30-16
 DATE OF HIRE: 9-9-15

THIS PERFORMANCE REVIEW IS BEING PREPARED BY AND/OR A RESULT OF INPUT FROM THE FOLLOWING MANAGERS:

Printed Name	BRAD BREDE	Signature	<i>[Signature]</i>	Position	ASM
Printed Name	ROBERT AMODEO	Signature	<i>[Signature]</i>	Position	S.M.
Printed Name	_____	Signature	_____	Position	_____
Printed Name	_____	Signature	_____	Position	_____
Printed Name	_____	Signature	_____	Position	_____
Printed Name	_____	Signature	_____	Position	_____

KEY: E - Excellent, V - Very Good, G - Good, N - Needs Improvement, U - Unacceptable

(Draw a line through any skill which isn't applicable.)

E V G N U

CUSTOMER SERVICE SKILLS

* Understands that the customer is our main priority and consistently maintains a customer focus.	E	<input checked="" type="radio"/> V	G	N	U
* Ensures a prompt, friendly approach to all customers.	E	<input checked="" type="radio"/> V	G	N	U
* Escorts customers seeking location(s) of specific merchandise.	E	<input checked="" type="radio"/> V	G	N	U
* Is alert to customer needs and offers a cart whenever appropriate.	E	<input checked="" type="radio"/> V	G	N	U
* Determines customer needs and works to add-on/upgrade sell.	E	V	<input checked="" type="radio"/> G	N	U
* Responds quickly to customer inquiries and "Passes the Buck" whenever necessary.	E	<input checked="" type="radio"/> V	G	N	U
* Complies with Bridal and Gift Registry program standards when servicing both registrants and guests.	E	V	<input checked="" type="radio"/> G	N	U
* Works to expand product knowledge within home department.	E	<input checked="" type="radio"/> V	G	N	U
* Works to expand product knowledge throughout total store.	E	V	<input checked="" type="radio"/> G	N	U
* Answers phone promptly and uses proper phone etiquette.	E	V	<input checked="" type="radio"/> G	N	U

TEAM SKILLS

* Demonstrates initiative and completes projects in a timely manner.	E	V	<input checked="" type="radio"/> G	N	U
* Accepts constructive criticism and acts upon it.	E	V	<input checked="" type="radio"/> G	N	U
* Maintains a positive outlook toward job.	E	<input checked="" type="radio"/> V	G	N	U
* Communicates effectively with Management and other associates.	E	<input checked="" type="radio"/> V	G	N	U
* Works the schedule set by the Manager but demonstrates flexibility when needs of the business dictate.	E	<input checked="" type="radio"/> V	G	N	U
* Is a team player.	E	<input checked="" type="radio"/> V	G	N	U
* Exhibits professional manner, dress and appearance at all times.	E	<input checked="" type="radio"/> V	G	N	U

OPERATIONS & PROCEDURES

* Understands and utilizes JDA to resolve selling floor inquiries.	E	V	<input checked="" type="radio"/> G	N	U
* Is familiar with transfers, special orders, ship directs and follows through to completion.	E	V	<input checked="" type="radio"/> G	N	U
* Has developed knowledge of Bridal/Gift Registry service and adheres to all special operating procedures.	E	V	<input checked="" type="radio"/> G	N	U
* Responds to phone orders quickly, notifies customer and ensures resolution of orders.	E	V	<input checked="" type="radio"/> G	N	U
Handles all paperwork with accuracy and efficiency.	E	V	<input checked="" type="radio"/> G	N	U
* Adheres to shortage reduction and compliance procedures.	E	V	<input checked="" type="radio"/> G	N	U
* Safely handles equipment and maintains a safety awareness.	E	V	<input checked="" type="radio"/> G	N	U

SALES FORCE PERFORMANCE REVIEW (Page 2 of 2)

1. ATTENDANCE & PUNCTUALITY:

Acceptable



Not Acceptable

GOALS AND OBJECTIVES

Objectives Accomplished

List the specific goals and objectives accomplished by the associate during the appraisal period, compared with the results expected from goals established at previous review or during the period.

N/A

Unaccomplished Objectives

List the specific goals and objectives not accomplished by the associate during the appraisal period, compared with the expected results as defined in previous review or during the period.

N/A

Goals and Objectives for next Review Period:

Identify 2-3 quantitative and/or qualitative goals or objectives the associate should focus on during the next review period. (For each goal or objective indicate how accomplishment of goal/objective will be measured and indicate target date for accomplishment.)

REDACTED

WORKS VERY HARD AND IS ALWAYS
WILLING TO TAKE ON NEW OPPORTUNITIES TO LEARN AND
BECOME MORE HELPFUL

Strengths and Weaknesses:

Describe any of the associate's strengths or weaknesses which you feel are materially related to their performance and which are not addressed elsewhere in this review.

ALSO ONTIME - VERY HELPFUL - EXTREMELY HELPFULL
AND KIND

3. OVERALL RATING FOR PERIOD

Circle one rating

E ☒ G N U

Date of Review:

REDACTED

Reviewed associate's signature after review conference:

Signature

Date

Signature

Date

Reviewer's signature after review conference:

Reviewer's Printed Name

Date

Name: **REDACTED**

MERCHANDISING / STOCK (Page 1 of 2)

Store #: 450 Date of review: _____

Circle review type & indicate Date Due:

90 DAY REVIEW DUE: _____

OTHER (_____ Review) due: _____

ANNUAL REVIEW DUE: 08-26-16DATE OF HIRE: 08-05-15

THIS PERFORMANCE REVIEW IS BEING PREPARED BY AND/OR A RESULT OF INPUT FROM THE FOLLOWING MANAGERS:

Printed Name: Brian Brene Signature: [Signature] Position: ASM

Printed Name: _____ Signature: _____ Position: _____

Printed Name: _____ Signature: _____ Position: _____

Printed Name: _____ Signature: _____ Position: _____

Printed Name: _____ Signature: _____ Position: _____

Printed Name: _____ Signature: _____ Position: _____

KEY: E - Excellent, V - Very Good, G - Good, N - Needs Improvement, U - Unacceptable

(Draw a line through any skill which isn't applicable.)

Choose one rating
E V G N U**CUSTOMER SERVICE SKILLS**

- * Understands that the customer is our main priority and consistently maintains a customer focus. E V G N U
- * Ensures a prompt, friendly approach to all customers. E V G N U
- * Escorts customers seeking location(s) of specific merchandise. E V G N U
- * Is alert to customer needs and offers a cart whenever appropriate. E V G N U
- * Responds quickly to customer inquiries and "Passes the Buck" whenever necessary. E V G N U
- * Complies with Bridal and Gift Registry program standards when servicing both registrants and guests. E V G N U
- * Determines customer needs and works to add-on sell. E V G N U
- * Has developed good product knowledge; keeps abreast of new items and utilizes this knowledge to enhance service. E V G N U
- * Answers the phone promptly and uses proper phone etiquette. E V G N U

TEAM SKILLS

- * Demonstrates initiative and completes projects in a timely manner. E V G N U
- * Accepts constructive criticism and acts upon it. E V G N U
- * Maintains a positive outlook toward job. E V G N U
- * Communicates effectively with Management and other associates. E V G N U
- * Works the schedule set by the Manager but demonstrates flexibility when needs of the business dictate. E V G N U
- * Is a team player. E V G N U
- * Exhibits professional manner, dress and appearance at all times. E V G N U

MERCHANDISING & DEPARTMENT MAINTENANCE

- * Works to maintain selling floor standards and recovery of the department. E V G N U
- * Is aware of product sell through and completes pull lists. E V G N U
- * Demonstrates good product knowledge and uses the information to merchandise the selling floor effectively. E V G N U
- * Understands and utilizes JDA to resolve selling floor inquiries. E V G N U
- * Adheres to shortage reduction and compliance procedures. E V G N U
- * Safely handles equipment and maintains safety awareness. E V G N U

J: prmsb.wd(rev.2000/8/04/1/07/3/07/5/10)

MERCHANDISING / STOCK (Page 2 of 2)

1. ATTENDANCE & PUNCTUALITY:

Acceptable ☒ Not Acceptable ☐

2. GOALS AND OBJECTIVES

Objectives Accomplished

List the specific goals and objectives accomplished by the associate during the appraisal period, compared with the results expected from review or during the period.

REDACTED

ACTION SHOW THAT SHE PRACTICES GOT TO GET A PEN DAILY.

SHE UNDERSTANDS REPLENISHMENT PROCEDURES AND HELPS OUT WHEN ASKED.

Unaccomplished Objectives

List the specific goals and objectives not accomplished by the associate during the appraisal period, compared with the expected results as defined in previous review or during the period.

NO UNACCOMPLISHED GOALS.

Goals and Objectives for next Review Period:

Identify 2-3 quantitative and/or qualitative goals or objectives the associate should focus on during the next review period. (For each goal or objective indicate how accomplishment of goal/objective will be measured and indicate target date for accomplishments.)

I WOULD LIKE TO SEE HER LEARN TO RING ON THE REGISTER.

I WOULD WANT HER TO CONTINUE LEADERSHIP SKILL AND HELP AND COACH OTHERS.

Strengths and Weaknesses:

Describe any of the associate's strengths or weaknesses which you feel are materially related to their performance and which are not addressed elsewhere in this review.

REDACTED

HAS SHOWN GREAT OVERALL IMPROVEMENT AND

HAS TOTALLY STEPPED UP ACROSS THE BOARD.

3. OVERALL RATING FOR PERIOD

Circle and rating
E V G N ()

Date of Review: _____

REDACTED

Reviewed associate's signature after review conference:

Signature

Date

Reviewer's signature after review conference:

Signature

Date

Reviewer's Printed Name

Date

EXHIBIT 5

BED BATH & BEYOND
Beyond any store of its kind.

REDACTED

MERCHANDISING / STOCK (Page 1 of 2)

Name: _____

Store #: 1246

Date of review: 4/11/16

90 DAY REVIEW DUE: _____

4/28/16

Circle review type & Indicate Date Due:

OTHER (_____ Review) due: _____

ANNUAL REVIEW DUE: _____

DATE OF HIRE: _____

1/28/16

THIS PERFORMANCE REVIEW IS BEING PREPARED BY AND/OR A RESULT OF INPUT FROM THE FOLLOWING MANAGERS:

Printed Name <u>Cian Mazzone</u>	Signature <u>Cian Mazzone</u>	Position <u>ASM</u>
Printed Name <u>Lynette River</u>	Signature <u>Lynette River</u>	Position <u>ASM</u>
Printed Name <u>John Duane</u>	Signature <u>John Duane</u>	Position <u>ASM</u>
Printed Name <u>Brendan Simpson</u>	Signature <u>Brendan Simpson</u>	Position <u>SM</u>
Printed Name _____	Signature _____	Position _____
Printed Name _____	Signature _____	Position _____

KEY: E - Excellent, V - Very Good, G - Good, N - Needs Improvement, U - Unacceptable

(Draw a line through any skill which isn't applicable.)	Choose one rating				
	E	V	G	N	U
CUSTOMER SERVICE SKILLS					
* Understands that the customer is our main priority and consistently maintains a customer focus.	E	V	<u>G</u>	N	U
* Ensures a prompt, friendly approach to all customers.	E	V	<u>G</u>	N	U
* Escorts customers seeking location(s) of specific merchandise.	E	V	<u>G</u>	N	U
* Is alert to customer needs and offers a cart whenever appropriate.	E	V	<u>G</u>	N	U
* Responds quickly to customer inquiries and "Passes the Buck" whenever necessary.	E	V	<u>G</u>	N	U
* Complies with Bridal and Gift Registry program standards when servicing both registrants and guests.	E	V	<u>G</u>	N	U
* Determines customer needs and works to add-on sell.	E	V	G	<u>N</u>	U
* Has developed good product knowledge; keeps abreast of new items and utilizes this knowledge to enhance service.	E	V	G	<u>N</u>	U
* Answers the phone promptly and uses proper phone etiquette.	E	V	<u>G</u>	N	U

TEAM SKILLS

* Demonstrates initiative and completes projects in a timely manner.	E	V	<u>G</u>	N	U
* Accepts constructive criticism and acts upon it.	E	V	<u>G</u>	N	U
* Maintains a positive outlook toward job.	E	<u>V</u>	G	N	U
* Communicates effectively with Management and other associates.	E	V	<u>G</u>	N	U
* Works the schedule set by the Manager but demonstrates flexibility when needs of the business dictate.	E	V	<u>G</u>	N	U
* Is a team player.	E	V	<u>G</u>	N	U
* Exhibits professional manner, dress and appearance at all times.	E	V	<u>G</u>	N	U

MERCHANDISING & DEPARTMENT MAINTENANCE

* Works to maintain selling floor standards and recovery of the department.	E	V	<u>G</u>	N	U
* Is aware of product sell through and completes pull lists.	E	V	<u>G</u>	N	U
* Demonstrates good product knowledge and uses the information to merchandise the selling floor effectively.	E	V	G	<u>N</u>	U
* Understands and utilizes JDA to resolve selling floor inquiries.	E	V	<u>G</u>	N	U
* Adheres to shortage reduction and compliance procedures.	E	V	<u>G</u>	N	U
* Safely handles equipment and maintains safety awareness.	E	V	<u>G</u>	N	U



Name: **REDACTED**

FRONT END LEAD/SUPERVISOR (Page 1 of 2) **3**

Store #: 1246 Date of review: 10/19/18

THIS PERFORMANCE REVIEW IS BEING PREPARED BY AND/OR A RESULT OF INPUT FROM THE FOLLOWING MANAGERS:

Printed Name <u>John Durne</u>	Signature <u>[Signature]</u>	Position <u>ASM</u>
Printed Name <u>Lynette Riley</u>	Signature <u>[Signature]</u>	Position <u>ASM</u>
Printed Name <u>Ann Maguire</u>	Signature <u>[Signature]</u>	Position <u>SM</u>
Printed Name _____	Signature _____	Position _____
Printed Name _____	Signature _____	Position _____
Printed Name _____	Signature _____	Position _____

KEY: E - Excellent, V - Very Good, G - Good, N - Needs Improvement, U - Unacceptable

I. PERFORMANCE SKILLS

CUSTOMER SERVICE - overall rating

	E	V	G	N	U
1. Always leads by example the customer service standards which create positive experiences for employees and customers.	E	V	G	N	U
2. Institutes practices that ensure all opportunities to enhance customer service are pursued.	E	V	G	N	U
3. Complies with Bridal and Gift Registry program standards when servicing both registrants and guests.	E	V	G	N	U
4. Ensures that customers are viewed as a priority.	E	V	G	N	U

FRONT END SKILLS - overall rating

	E	V	G	N	U
1. Ensure gift registry purchases are properly recorded.	E	V	G	N	U
2. Maintains staffing levels at registers.	E	V	G	N	U
3. Completes cashout accurately and in a timely manner.	E	V	G	N	U
4. Trains cashiers on new policies and procedures.	E	V	G	N	U
5. Ensures GWP and rebate guides are up to date and cashiers are trained on procedures.	E	V	G	N	U
6. Monitors cashier scanning, O/S + logs, discusses concerns with Management as necessary.	E	V	G	N	U
7. Communicates security alerts to cashiers.	E	V	G	N	U
8. Identifies and communicates unique and individual store opportunities focusing on the core customer's needs.	E	V	G	N	U
9. Adheres to all PLU policies and procedures.	E	V	G	N	U
10. Ensures all POS equipment is in working order.	E	V	G	N	U
11. Ensures that annual Certifications and biannual Cart Test are conducted with all associates.	E	V	G	N	U

OPERATIONAL SKILLS - overall rating

	E	V	G	N	U
1. Understands and executes principles of Process Improvement (PI).	E	V	G	N	U
2. Knowledgeable of and properly implements safety and loss prevention procedures.	E	V	G	N	U
3. Properly utilizes and acts upon XBR reports.	E	V	G	N	U
4. Completes all necessary paperwork accurately and in a timely manner.	E	V	G	N	U
5. Complies with Company standards for all operational policies and procedures.	E	V	G	N	U
6. Ensures department maintenance.	E	V	G	N	U
7. Works in a safe manner and maintains safe, clean work environment.	E	V	G	N	U
8. Understands the financial implications of adhering to front end policies and procedures.	E	V	G	N	U

INTERPERSONAL/MANAGEMENT SKILLS - overall rating

	E	V	G	N	U
1. Follows instructions.	E	V	G	N	U
2. Promptly advises Management of any problems.	E	V	G	N	U
3. Seeks advice when appropriate.	E	V	G	N	U
4. Ability to prioritize work effectively, control time and meet deadlines.	E	V	G	N	U
5. Exhibits ability to work independently with minimum supervision, self-starter.	E	V	G	N	U
6. Exhibits ability to accept and act upon constructive criticism.	E	V	G	N	U
7. Initiative, self motivation, enthusiasm, attitude and reliability.	E	V	G	N	U
8. Communicates and works well with Management and other associates.	E	V	G	N	U
9. Aptitude for dealing with people (tact).	E	V	G	N	U
10. Ability to identify critical issues.	E	V	G	N	U
11. Accomplishes objectives with a sense of urgency.	E	V	G	N	U

PERSONAL WORK CHARACTERISTICS - overall rating

	E	V	G	N	U
1. Exercises proper and ethical behavior at all times.	E	V	G	N	U
2. Works effectively under pressure.	E	V	G	N	U
3. Seeks greater level of responsibility.	E	V	G	N	U
4. Willing to work for the good of the Company, is a team player.	E	V	G	N	U
5. Makes effective use of time.	E	V	G	N	U

From: EMAIL1246/Stores/BBBY
Sent by: John Dunne/Shared/Stores/BBBY

To:

Date: Saturday, August 20, 2016 03:00PM

Subject:

GOALS AND OBJECTIVES

OBJECTIVES ACCOMPLISHED

- Properly inform all management of any POS equipment not functioning. this includes scanners, EAS pads, battery backups, printers etc.
- To help assist with front end training for all newly hired associates, including front end basics and cart tests.

UNACOMPLISHED OBJECTIVES

- Needs to complete all necessary paperwork for front end in a timely manner. Specifically but not limited to Daily Cash Reconciliations, Daily Chat Ins, Cashier Verifications, Weekly communication tracker.
- Use guides and specs to ensure all front end sections are set up correctly and maintained. This includes register L's, Register Steps, Trash Wall and Framed Art Wall.
- Maintain a clean safe work area at Customer Service. This will be done by ensuring he personally follows routines of finishing all return transactions, including the placement of damaged or non damaged items into their proper location.

GOALS AND OBJECTIVES FOR NEXT REVIEW PERIOD

REDACTED

- It is imperative that achieve the unaccomplished goals that were set for him for last review period. Setting new goals at this point isn't going to help with his development until he achieves past goals that were set for him. These Goals need to be set Immediately and to continue always.

STRENGTHS AND WEAKNESSES

REDACTED

- is the ultimate team player. He is always willing to do what is best for our customers, fellow associates and our company.
- needs to show more urgency into getting tasks done.
- is very reliable and is willing to work whenever we need him.

REDACTED

X
10-15-16
Date

FRONT/END LEAD/SUPERVISOR (Page 2 of 2) 3

I. ATTENDANCE & PUNCTUALITY:

Acceptable

Not Acceptable

GOALS AND OBJECTIVES

Objectives Accomplished

List the specific goals and objectives accomplished by the associate during the appraisal period, compared with the results expected from goals established at previous review or during the period.

See attached

Unaccomplished Objectives

List the specific goals and objectives not accomplished by the associate during the appraisal period, compared with the expected results as defined at previous review or during the period.

See attached

Goals and Objectives for next Review Period:

Identify 2-3 quantitative and/or qualitative goals or objectives the associate should focus on during the next review period. (For each goal or objective indicate how accomplishment of goal/objective will be measured and indicate target date for accomplishments.)

See attached

Strengths and Weaknesses:

Describe any of the associate's strengths or weaknesses which you feel are materially related to their performance and which are not addressed elsewhere in this review.

see attached

OVERALL RATING FOR PERIOD

REDACTED

E V (G) N U

Name:

Store Name and Number:

1246

Date of Hire:

10/18/16

Date of Review:

10/13/16

REDACTED

Reviewed associate's signature after review conference:

Signature

Date

10-13-16

Reviewer's signature after review conference:

Signature

Date

Reviewer's Printed Name

Date

Cian Maggione 10/13/16

Cian Maggione 10/13/16

EXHIBIT 6

OCT-27-2017 02:37PM FROM-

T-243 P 001/001 F-516



SALES FORCE PERFORMANCE REVIEW (Page 1 of 2)

Name: **REDACTED** Store #: 511 Date of review: _____

Circle review type & Indicate Date Due:
 90 DAY REVIEW DUE: 2/10/17 OTHER (_____) Review due: _____
 ANNUAL REVIEW DUE: _____
 DATE OF HIRE: 11/10/13

THIS PERFORMANCE REVIEW IS BEING PREPARED BY AND/OR A RESULT OF INPUT FROM THE FOLLOWING MANAGERS:

Printed Name	<u>Christopher Dykeman</u>	Signature	<u>[Signature]</u>	Position	<u>ASM</u>
Printed Name	_____	Signature	_____	Position	_____
Printed Name	_____	Signature	_____	Position	_____
Printed Name	_____	Signature	_____	Position	_____
Printed Name	_____	Signature	_____	Position	_____
Printed Name	_____	Signature	_____	Position	_____

KEY: E - Excellent, V - Very Good, G - Good, N - Needs Improvement, U - Unacceptable

(Draw a line through any skill which isn't applicable.)

E V G N U

CUSTOMER SERVICE SKILLS

* Understands that the customer is our main priority and consistently maintains a customer focus.	E	V	<u>G</u>	N	U
* Ensures a prompt, friendly approach to all customers.	E	V	<u>G</u>	N	U
* Escorts customers seeking location(s) of specific merchandise.	E	V	<u>G</u>	N	U
* Is alert to customer needs and offers a cart whenever appropriate.	E	V	<u>G</u>	N	U
* Determines customer needs and works to add-on/upgrade sell.	E	V	<u>G</u>	N	U
* Responds quickly to customer inquiries and "Passes the Buck" whenever necessary.	E	V	<u>G</u>	N	U
* Complies with Bridal and Gift Registry program standards when servicing both registrants and guests.	E	V	<u>G</u>	N	U
* Works to expand product knowledge within home department.	E	V	<u>G</u>	N	U
* Works to expand product knowledge throughout total store.	E	V	<u>G</u>	N	U
* Answers phone promptly and uses proper phone etiquette.	E	V	<u>G</u>	N	U

TEAM SKILLS

* Demonstrates initiative and completes projects in a timely manner.	E	V	<u>G</u>	N	U
* Accepts constructive criticism and acts upon it.	E	V	<u>G</u>	N	U
* Maintains a positive outlook toward job.	E	V	<u>G</u>	N	U
* Communicates effectively with Management and other associates.	E	V	<u>G</u>	N	U
* Works the schedule set by the Manager but demonstrates flexibility when needs of the business dictate.	E	<u>V</u>	G	N	U
* Is a team player.	E	<u>V</u>	G	N	U
* Exhibits professional manner, dress and appearance at all times.	E	V	<u>G</u>	N	U

OPERATIONS & PROCEDURES

* Understands and utilizes JDA to resolve selling floor inquiries.	E	V	<u>G</u>	N	U
* Is familiar with transfers, special orders, ship directs and follows through to completion.	E	V	<u>G</u>	N	U
* Has developed knowledge of Bridal/Gift Registry service and adheres to all special operating procedures.	E	V	<u>G</u>	N	U
* Responds to phone orders quickly, notifies customer and ensures resolution of orders.	E	V	<u>G</u>	N	U
* Handles all paperwork with accuracy and efficiency.	E	V	<u>G</u>	N	U
* Adheres to shortage reduction and compliance procedures.	E	V	<u>G</u>	N	U
* Safely handles equipment and maintains a safety awareness.	E	V	<u>G</u>	N	U

EXHIBIT 7



FRONT END ASSOCIATE REVIEW (Page 1 of 2)

REDACTED

Name: _____ Store #: _____ Date of review: _____

Circle review type & indicate Date Due:

90 DAY REVIEW DUE: _____

OTHER (_____) Review) due: _____

ANNUAL REVIEW DUE: _____

DATE OF HIRE: _____

THIS PERFORMANCE REVIEW IS BEING PREPARED BY AND/OR A RESULT OF INPUT FROM THE FOLLOWING MANAGERS:

Printed Name	<u>Donna Barry</u>	Signature	<u>Donna Barry</u>	Position	<u>Front End Manager</u>
Printed Name	_____	Signature	_____	Position	_____
Printed Name	_____	Signature	_____	Position	_____
Printed Name	_____	Signature	_____	Position	_____
Printed Name	_____	Signature	_____	Position	_____
Printed Name	_____	Signature	_____	Position	_____

KEY: E - Excellent, V - Very Good, G - Good, N - Needs Improvement, U - Unacceptable

(Draw a line through any skill which isn't applicable.)

E V G N U

CUSTOMER SERVICE SKILLS

- | | | | | | |
|--------------------------------------------------------------------------------------------------------|---|---|----------|---|---|
| * Understands that the customer is our main priority and consistently maintains a customer focus. | E | V | <u>G</u> | N | U |
| * Ensures a prompt, friendly approach to all customers. | E | V | <u>G</u> | N | U |
| * Discovers customers seeking location(s) of specific merchandise. | E | V | <u>G</u> | N | U |
| * Is alert to customer needs and offers a cart whenever appropriate. | E | V | <u>G</u> | N | U |
| * Determines customer needs and works to add-on/upgrade sell. | E | V | <u>G</u> | N | U |
| * Responds quickly to customer inquiries and "Passes the Buck" whenever necessary. | E | V | <u>G</u> | N | U |
| * Complies with Bridal and Gift Registry program standards when servicing both registrants and guests. | E | V | <u>G</u> | N | U |
| * Works to expand product knowledge within home department. | E | V | <u>G</u> | N | U |
| * Works to expand product knowledge throughout total store. | E | V | <u>G</u> | N | U |
| * Answers phone promptly and uses proper phone etiquette. | E | V | <u>G</u> | N | U |

TEAM SKILLS

- | | | | | | |
|----------------------------------------------------------------------------------------------------------|---|----------|----------|---|---|
| * Demonstrates initiative and completes projects in a timely manner. | E | V | <u>G</u> | N | U |
| * Accepts constructive criticism and acts upon it. | E | V | <u>G</u> | N | U |
| * Maintains a positive outlook toward job. | E | <u>V</u> | G | N | U |
| * Communicates effectively with Management and other associates. | E | V | <u>G</u> | N | U |
| * Works the schedule set by the Manager but demonstrates flexibility when needs of the business dictate. | E | V | <u>G</u> | N | U |
| * Is a team player. | E | V | <u>G</u> | N | U |
| * Exhibits professional manner, dress and appearance at all times. | E | V | <u>G</u> | N | U |

OPERATIONS & PROCEDURES

- | | | | | | |
|-----------------------------------------------------------------------------------------------------|---|----------|----------|---|---|
| * Handles all sales and return transactions with accuracy and efficiency. | E | V | <u>G</u> | N | U |
| * Maintains a neat and organized register area. | E | <u>V</u> | G | N | U |
| * Adheres to shortage reduction procedures; follows special operating procedures in the department. | E | V | <u>G</u> | N | U |
| * Understands and utilizes JDA to resolve selling floor inquiries. | E | V | <u>G</u> | N | U |
| * Works to maintain selling floor standards and recovery of the department. | E | V | <u>G</u> | N | U |
| * Safely handles equipment and maintains a safety awareness. | E | V | <u>G</u> | N | U |

FRONT END ASSOCIATE REVIEW (Page 2 of 2)

1. ATTENDANCE & PUNCTUALITY:

Acceptable X Not Acceptable _____

2. GOALS AND OBJECTIVES

Objectives Accomplished

List the specific goals and objectives accomplished by the associate during the appraisal period, compared with the results expected from goals established at previous review or during the period.

REDACTED completed front-end University Basic
 Customer Training
 Danica unaccomplished in Basic Bob, Lisa, Rob

Unaccomplished Objectives

List the specific goals and objectives not accomplished by the associate during the appraisal period, compared with the expected results as defined in previous review or during the period.

REDACTED need in product knowledge with her department
 Danica need in product knowledge throughout the
 store

Goals and Objectives for next Review Period:

Identify 2-3 quantitative and/or qualitative goals or objectives the associate should focus on during the next review period. (For each goal or objective indicate how accomplishment of goal/objective will be measured and indicate target date for accomplishments.)

REDACTED need product knowledge throughout the store
 Danica need product knowledge within the Customer Department
 REDACTED need to learn JSA

Strengths and Weaknesses:

Describe any of the associate's strengths or weaknesses which you feel are materially related to their performance and which are not addressed elsewhere in this review.

REDACTED displays a willingness to do what is asked she is
 a team player. Danica has strong customer service skill
 REDACTED need for more on suggest skill

3. OVERALL RATING FOR PERIOD

Circle one rating
E G N UDate of Review: 11-18-15

Reviewed associate's signature after review conference:

Signature _____

Date 11/18/15

Reviewer's signature after review conference:

Signature Danielle RehaDate 11/18/15Danielle Reha

Reviewer's Printed Name



REDACTED

FRONT END ASSOCIATE REVIEW (Page 1 of 2)

Name: _____

are #: _____ Date of review: _____

Circle review type & indicate Date Due:

(90 DAY REVIEW DUE)

OTHER (_____) Review) due: _____

ANNUAL REVIEW DUE: _____

DATE OF HIRE: _____

THIS PERFORMANCE REVIEW IS BEING PREPARED BY AND/OR A RESULT OF INPUT FROM THE FOLLOWING MANAGERS:

Printed Name <u>Donna Barry</u>	Signature <u>Donna Barry</u>	Position <u>Frontend Mgr</u>
Printed Name _____	Signature _____	Position _____
Printed Name _____	Signature _____	Position _____
Printed Name _____	Signature _____	Position _____
Printed Name _____	Signature _____	Position _____
Printed Name _____	Signature _____	Position _____

KEY: E - Excellent, V - Very Good, G - Good, N - Needs Improvement, U - Unacceptable

(Draw a line through any skill which isn't applicable.)

E V G N U

CUSTOMER SERVICE SKILLS

* Understands that the customer is our main priority and consistently maintains a customer focus.	E	V	<u>G</u>	N	U
* Ensures a prompt, friendly approach to all customers.	E	V	<u>G</u>	N	U
* Escorts customers seeking location(s) of specific merchandise.	E	V	<u>G</u>	N	U
* Is alert to customer needs and offers a cart whenever appropriate.	E	V	<u>G</u>	N	U
* Determines customer needs and works to add-on/upgrade sell.	E	V	<u>G</u>	<u>N</u>	U
* Responds quickly to customer inquiries and "Passes the Buck" whenever necessary.	E	V	<u>G</u>	N	U
* Complies with Bridal and Gift Registry program standards when servicing both registrants and guests.	E	V	<u>G</u>	N	U
* Works to expand product knowledge within home department.	E	V	<u>G</u>	<u>N</u>	U
* Works to expand product knowledge throughout total store.	E	V	<u>G</u>	<u>N</u>	U
* Answers phone promptly and uses proper phone etiquette.	E	V	<u>G</u>	N	U

TEAM SKILLS

* Demonstrates initiative and completes projects in a timely manner.	E	V	<u>G</u>	N	U
* Accepts constructive criticism and acts upon it.	E	V	<u>G</u>	N	U
* Maintains a positive outlook toward job.	E	V	<u>G</u>	N	U
* Communicates effectively with Management and other associates.	E	V	<u>G</u>	N	U
* Works the schedule set by the Manager but demonstrates flexibility when needs of the business dictate.	E	V	<u>G</u>	N	U
* Is a team player.	E	V	<u>G</u>	N	U
* Exhibits professional manner, dress and appearance at all times.	E	V	<u>G</u>	N	U

OPERATIONS & PROCEDURES

* Handles all sales and return transactions with accuracy and efficiency.	E	V	<u>G</u>	N	U
* Maintains a neat and organized register area.	E	<u>V</u>	<u>G</u>	N	U
* Adheres to shortage reduction procedures; follows special operating procedures in the department.	E	V	<u>G</u>	N	U
* Understands and utilizes JDA to resolve selling floor inquiries.	E	V	<u>G</u>	<u>N</u>	U
* Works to maintain selling floor standards and recovery of the department.	E	V	<u>G</u>	N	U
* Safely handles equipment and maintains a safety awareness.	E	V	<u>G</u>	N	U

FRONT END ASSOCIATE REVIEW (Page 2 of 2)

1. ATTENDANCE & PUNCTUALITY:

Acceptable



Not Acceptable

2. GOALS AND OBJECTIVES

Objectives Accomplished

List the specific goals and objectives accomplished by the associate during the appraisal period, compared with the results expected from goals established at previous review or during the period.

REDACTED
REDACTED

Completed Frontend University, Cashier BASIC
understand the BASIC, Lisa, Bob, and Red

Unaccomplished Objectives

List the specific goals and objectives not accomplished by the associate during the appraisal period, compared with the expected results as defined in previous review or during the period.

REDACTED

need to work on suggest sell and add on.

Goals and Objectives for next Review Period:

Identify 2-3 quantitative and/or qualitative goals or objectives the associate should focus on during the next review period. (For each goal or objective indicate how accomplishment of goal/objective will be measured and indicate target date for accomplishments.)

REDACTED
REDACTED
REDACTED

need to have product knowledge within Frontend department
need to work on suggest sell and add on

Strengths and Weaknesses:

Describe any of the associate's strengths or weaknesses which you feel are materially related to their performance and which are not addressed elsewhere in this review.

REDACTED

maintain a positive outlook towards her job
she is a team player. Allison need to work on add on

3. OVERALL RATING FOR PERIOD

Circle one rating
E V G N U

Date of Review:

11/23/15

Reviewed associate's signature after review conference:

REDACTED

Signature

Date

Reviewer's signature after review conference:

Danielle Reha

Signature

Date

Danielle Reha

Reviewer's Printed Name



REDACTED

FRONT END ASSOCIATE REVIEW (Page 1 of 2)

Name: _____

Store #: 200

Date of review: 12/3

Circle review type & indicate Date Due:

90 DAY REVIEW DUE: _____

OTHER (_____ Review) due: _____

ANNUAL REVIEW DUE: _____

DATE OF HIRE: _____

THIS PERFORMANCE REVIEW IS BEING PREPARED BY AND/OR A RESULT OF INPUT FROM THE FOLLOWING MANAGERS:

Printed Name _____	Signature _____	Position _____
Printed Name _____	Signature _____	Position _____
Printed Name _____	Signature _____	Position _____
Printed Name _____	Signature _____	Position _____
Printed Name _____	Signature _____	Position _____
Printed Name _____	Signature _____	Position _____

KEY: E - Excellent, V - Very Good, G - Good, N - Needs Improvement, U - Unacceptable

(Draw a line through any skill which isn't applicable.)

E V G N U

CUSTOMER SERVICE SKILLS

* Understands that the customer is our main priority and consistently maintains a customer focus.	E	V	G	N	U
* Ensures a prompt, friendly approach to all customers.	E	V	G	N	U
* Escorts customers seeking location(s) of specific merchandise.	E	V	G	N	U
* Is alert to customer needs and offers a cart whenever appropriate.	E	V	G	N	U
* Determines customer needs and works to add-on/upgrade sell.	E	V	G	N	U
* Responds quickly to customer inquiries and "Passes the Buck" whenever necessary.	E	V	G	N	U
* Complies with Bridal and Gift Registry program standards when servicing both registrants and guests.	E	V	G	N	U
* Works to expand product knowledge within home department.	E	V	G	N	U
* Works to expand product knowledge throughout total store.	E	V	G	N	U
* Answers phone promptly and uses proper phone etiquette.	E	V	G	N	U

TEAM SKILLS

* Demonstrates initiative and completes projects in a timely manner.	E	V	G	N	U
* Accepts constructive criticism and acts upon it.	E	V	G	N	U
* Maintains a positive outlook toward job.	E	V	G	N	U
* Communicates effectively with Management and other associates.	E	V	G	N	U
* Works the schedule set by the Manager but demonstrates flexibility when needs of the business dictate.	E	V	G	N	U
* Is a team player.	E	V	G	N	U
* Exhibits professional manner, dress and appearance at all times.	E	V	G	N	U

OPERATIONS & PROCEDURES

* Handles all sales and return transactions with accuracy and efficiency.	E	V	G	N	U
* Maintains a neat and organized register area.	E	V	G	N	U
* Adheres to shortage reduction procedures; follows special operating procedures in the department.	E	V	G	N	U
* Understands and utilizes JDA to resolve selling floor inquiries.	E	V	G	N	U
* Works to maintain selling floor standards and recovery of the department.	E	V	G	N	U
* Safely handles equipment and maintains a safety awareness.	E	V	G	N	U

FRONT END ASSOCIATE REVIEW (Page 2 of 2)

1. ATTENDANCE & PUNCTUALITY:

Acceptable ☒ Not Acceptable ☐

2. GOALS AND OBJECTIVES

Objectives Accomplished

List the specific goals and objectives accomplished by the associate during the appraisal period, compared with the results expected from goals established at previous review or during the period.

- Completed customer service training

Unaccomplished Objectives

List the specific goals and objectives not accomplished by the associate during the appraisal period, compared with the expected results as defined in previous review or during the period.

- consistent sug. selling

Goals and Objectives for next Review Period:

Identify 2-3 quantitative and/or qualitative goals or objectives the associate should focus on during the next review period. (For each goal or objective indicate how accomplishment of goal/objective will be measured and indicate target date for accomplishments.)

- sug. sell every customer
- answer phones promptly
- smile & greet associate for the team every time

Strengths and Weaknesses:

Describe any of the associate's strengths or weaknesses which you feel are materially related to their performance and which are not addressed elsewhere in this review.

REDACTED

works well under pressure

3. OVERALL RATING FOR PERIOD

Circle one rating
E ☒ G ☐ N ☐ U 2.5

Date of Review: 12/29/15 REDACTED

Reviewed associate's signature after review conference:

Signature

Date

12/29/15

Reviewer's signature after review conference:

Signature

Date

Danielle Reher
Reviewer's Printed Name

12/29/15

limb



REDACTED

MERCHANDISING / STOCK (Page 1 of 2)

Name

Store #:

260

Date of review:

3/1/16

Circle review type & indicate Date Due:

90 DAY REVIEW DUE:

2/2/15

OTHER (Review) due:

DATE OF HIRE:

THIS PERFORMANCE REVIEW IS BEING PREPARED BY AND/OR A RESULT OF INPUT FROM THE FOLLOWING MANAGERS:

Printed Name: ELK SCHNEIDER Signature: [Signature] Position: DEPT MGR.

Printed Name: Signature: Position:

Printed Name: Signature: Position:

Printed Name: Signature: Position:

Printed Name: Signature: Position:

Printed Name: Signature: Position:

KEY: E - Excellent, V - Very Good, G - Good, N - Needs Improvement, U - Unacceptable

Choose one rating

E V G N U

(Draw a line through any skill which isn't applicable.)

CUSTOMER SERVICE SKILLS

- * Understands that the customer is our main priority and consistently maintains a customer focus.
- * Ensures a prompt, friendly approach to all customers.
- * Escorts customers seeking location(s) of specific merchandise.
- * Is alert to customer needs and offers a cart whenever appropriate.
- * Responds quickly to customer inquiries and "Passes the Buck" whenever necessary.
- * Complies with Bridal and Gift Registry program standards when servicing both registrants and guests.
- * Determines customer needs and works to add-on sell.
- * Has developed good product knowledge, keeps abreast of new items and utilizes this knowledge to enhance service.
- * Answers the phone promptly and uses proper phone etiquette.

E V G N U
 E V G N U
 E V G N U
 E V G N U
 E V G N U
 E V G N U
 E V G N U
 E V G N U
 E V G N U

TEAM SKILLS

- * Demonstrates initiative and completes projects in a timely manner.
- * Accepts constructive criticism and acts upon it.
- * Maintains a positive outlook toward job.
- * Communicates effectively with Management and other associates.
- * Works the schedule set by the Manager but demonstrates flexibility when needs of the business dictate.
- * Is a team player.
- * Exhibits professional manner, dress and appearance at all times.

E V G N U
 E V G N U
 E V G N U
 E V G N U
 E V G N U
 E V G N U
 E V G N U

MERCHANDISING & DEPARTMENT MAINTENANCE

- * Works to maintain selling floor standards and recovery of the department.
- * Is aware of product sell through and completes pull lists.
- * Demonstrates good product knowledge and uses the information to merchandise the selling floor effectively.
- * Understands and utilizes JDA to resolve selling floor inquiries.
- * Works to shortage reduction and compliance procedures.
- * Safely handles equipment and maintains safety awareness.

E V G N U
 E V G N U
 E V G N U
 E V G N U
 E V G N U
 E V G N U

MERCHANDISING / STOCK (Page 2 of 2)

1. ENDANCE & PUNCTUALITY:

Acceptable ☒ Not Acceptable ☐

2. GOALS AND OBJECTIVES

Objectives Accomplished

List the specific goals and objectives accomplished by the associate during the appraisal period, compared with the results expected from goals established at previous review or during the period.

- LEARNED HOW TO UTILIZE JDA FOR STOCK INQUIRIES
- HELPED TO TRANSITION SEASONAL DEPARTMENT

Unaccomplished Objectives

List the specific goals and objectives not accomplished by the associate during the appraisal period, compared with the expected results as defined in previous review or during the period.

- LEARN TO PRINT REGISTERS

Goals and Objectives for next Review Period:

Identify 2-3 quantitative and/or qualitative goals or objectives the associate should focus on during the next review period. (For each goal or objective indicate how accomplishment of goal/objective will be measured and indicate target date for accomplishments.)

- SEEK TO TAKE UNIVERSITY CLASSES FOR HOMEWARES
- LEARN TO PRINT REGISTERS

Strengths and Weaknesses:

Describe any of the associate's strengths or weaknesses which you feel are materially related to their performance and which are not addressed elsewhere in this review.

REDACTED: IS GREAT WITH CUSTOMER SERVICE. HE ALWAYS CHECKS THE BEYOND STORE FOR OUT OF STOCKS & ENSURES CUSTOMERS LEAVE WITH WHAT THEY ARE LOOKING FOR. HE IS ALWAYS WILLING TO STAY TO MAKE SURE THE STORE IS READY TO OPEN THE NEXT MORNING.

3. OVERALL RATING FOR PERIOD

Circle one Rating
E V ☒ G N U

Date of Review: 2/16/16

Reviewed associate's signature after review conference:

REDACTED

Signature

Date

Reviewer's signature after review conference:

Danielle Reha 2/16/16

Signature

Date

Danielle Reha 2/16/16

Reviewer's Printed Name

Date



RECEIVING/MAINTENANCE/OVERNIGHT PERFORMANCE REVIEW (Page 1 of 2)
REDACTED

Name _____

Store #: 200 Date of review: _____

Circle review type & indicate Date Due:

90 DAY REVIEW DUE: _____ OTHER (_____) Review) due: _____
 ANNUAL REVIEW DUE: _____
 DATE OF HIRE: _____

THIS PERFORMANCE REVIEW IS BEING PREPARED BY AND/OR A RESULT OF INPUT FROM THE FOLLOWING MANAGERS:

Printed Name: <u>Danielle Reha</u>	Signature: <u>[Signature]</u>	Position: <u>Ops</u>
Printed Name: _____	Signature: _____	Position: _____
Printed Name: _____	Signature: _____	Position: _____
Printed Name: _____	Signature: _____	Position: _____
Printed Name: _____	Signature: _____	Position: _____
Printed Name: _____	Signature: _____	Position: _____

KEY: E - Excellent, V - Very Good, G - Good, N - Needs Improvement, U - Unacceptable

(Draw a line through any skill which isn't applicable.) E V G N U

CUSTOMER SERVICE SKILLS

- | | |
|--------------------------------------------------------------------------------------------------------|-----------|
| * Understands that the customer is our main priority and consistently maintains a customer focus. | E V G N U |
| * Escorts customers seeking location(s) of specific merchandise. | E V G N U |
| * Is alert to customer needs and offers a cart whenever appropriate. | E V G N U |
| * Responds quickly to customer inquiries and "Passes the Buck" whenever necessary. | E V G N U |
| * Complies with Bridal and Gift Registry program standards when servicing both registrants and guests. | E V G N U |
| * Answers the phone promptly and uses proper phone etiquette. | E V G N U |
| * Non-selling work is completed with no disruption to customer service. | E V G N U |

TEAM SKILLS

- | | |
|----------------------------------------------------------------------------------------------------------|-----------|
| * Demonstrates initiative and completes projects in a timely manner. | E V G N U |
| * Accepts constructive criticism and acts upon it. | E V G N U |
| * Maintains a positive outlook toward job. | E V G N U |
| * Communicates effectively with Management and other associates. | E V G N U |
| * Works the schedule set by the Manager but demonstrates flexibility when needs of the business dictate. | E V G N U |
| * Is a team player. | E V G N U |
| * Exhibits professional manner, dress and appearance at all times. | E V G N U |

MERCHANDISING & DEPARTMENT MAINTENANCE

- | | |
|--------------------------------------------------------------------------------------------------------------------|-----------|
| * Works to maintain selling floor/stockroom standards and recovery of the department. | E V G N U |
| * Maintains a clean, orderly and safe work area. | E V G N U |
| * Adheres to shortage reduction and compliance procedures; follows special operating procedures of the department. | E V G N U |
| * Understands and utilizes JDA to resolve selling floor/stock inquiries. | E V G N U |
| * Completes pull lists quickly and accurately. | E V G N U |
| * Safely handles equipment and maintains a safety awareness. | E V G N U |
| * Communicates problems/progress of daily assignments to supervisor. | E V G N U |

RECEIVING/MAINTENANCE/OVERNIGHT PERFORMANCE REVIEW (Page 2 of 2)

1. ATTENDANCE & PUNCTUALITY:

Acceptable ☒

Not Acceptable ☐

2. GOALS AND OBJECTIVES

Objectives Accomplished

List the specific goals and objectives accomplished by the associate during the appraisal period, compared with the results expected from goals established at previous review or during the period.

- Use Scanner to check dept's of items scanned to ensure they are going on the correct csg.

Unaccomplished Objectives

List the specific goals and objectives not accomplished by the associate during the appraisal period, compared with the expected results as defined in previous review or during the period.

- Proper eas standards &

- pricing correctly

Goals and Objectives for next Review Period:

Identify 2-3 quantitative and/or qualitative goals or objectives the associate should focus on during the next review period. (For each goal or objective indicate how accomplishment of goal/objective will be measured and indicate target date for accomplishments.)

- be needs to greet customers while on the floor if he is working to or from receiving- he completely avoids customer interactions

- safely handle safety blades has been observed & spoken to around vehicle safety

Strengths and Weaknesses:

Describe any of the associate's strengths or weaknesses which you feel are materially related to their performance and which are not addressed elsewhere in this review.

REDACTED works fast and efficiently at the table

- no respect for authority figures

3. OVERALL RATING FOR PERIOD

Circle one rating
 E V **G** N U

Date of Review: 8/9/14

REDACTED

Reviewed associate's signature after review conference:

Signature

Danielle Rehn

Signature

Danielle Rehn

Reviewer's Printed Name

8-9-16

Date

8/9/14

Date

8/9/14

Date



RECEIVING/MAINTENANCE/OVERNIGHT PERFORMANCE REVIEW (Page 1 of 2)

Name: **REDACTED**Store #: 200 Date of review: _____

Circle review type & indicate Date Due:

 90 DAY REVIEW DUE: _____ OTHER (_____) Review due: _____
 ANNUAL REVIEW DUE: _____
 DATE OF HIRE: _____

THIS PERFORMANCE REVIEW IS BEING PREPARED BY AND/OR A RESULT OF INPUT FROM THE FOLLOWING MANAGERS:

Printed Name: <u>Danielle Reha</u>	Signature: <u>Danielle Reha</u>	Position: <u>OPS</u>
Printed Name: _____	Signature: <u>Skip Schuma</u>	Position: <u>Asm</u>
Printed Name: _____	Signature: _____	Position: _____
Printed Name: _____	Signature: _____	Position: _____
Printed Name: _____	Signature: _____	Position: _____
Printed Name: _____	Signature: _____	Position: _____

KEY: E - Excellent, V - Very Good, G - Good, N - Needs Improvement, U - Unacceptable

(Draw a line through any skill which isn't applicable.)

E V G N U**CUSTOMER SERVICE SKILLS**

* Understands that the customer is our main priority and consistently maintains a customer focus.	E	V	<u>G</u>	N	U
* Escorts customers seeking location(s) of specific merchandise.	E	V	<u>G</u>	N	U
* Is alert to customer needs and offers a cart whenever appropriate.	E	V	<u>G</u>	N	U
* Responds quickly to customer inquiries and "Passes the Buck" whenever necessary.	E	V	<u>G</u>	N	U
* Complies with Bridal and Gift Registry program standards when servicing both registrants and guests.	E	V	<u>G</u>	N	U
* Answers the phone promptly and uses proper phone etiquette.	E	V	<u>G</u>	N	U
* Non-selling work is completed with no disruption to customer service.	E	V	<u>G</u>	N	U

TEAM SKILLS

* Demonstrates initiative and completes projects in a timely manner.	E	<u>V</u>	G	N	U
* Accepts constructive criticism and acts upon it.	E	<u>V</u>	G	N	U
* Maintains a positive outlook toward job.	E	V	<u>G</u>	N	U
* Communicates effectively with Management and other associates.	E	<u>V</u>	G	N	U
* Works the schedule set by the Manager but demonstrates flexibility when needs of the business dictate.	E	V	<u>G</u>	N	U
* Is a team player.	E	<u>V</u>	G	N	U
* Exhibits professional manner, dress and appearance at all times.	E	V	<u>G</u>	N	U

MERCHANDISING & DEPARTMENT MAINTENANCE

* Works to maintain selling floor/stockroom standards and recovery of the department.	E	V	<u>G</u>	N	U
* Maintains a clean, orderly and safe work area.	E	V	<u>G</u>	N	U
* Adheres to shortage reduction and compliance procedures; follows special operating procedures of the department.	E	V	<u>G</u>	N	U
* Understands and utilizes IQA to resolve selling floor/stock inquiries.	E	V	<u>G</u>	N	U
* Completes pull lists quickly and accurately.	E	V	<u>G</u>	N	U
* Safely handles equipment and maintains a safety awareness.	E	V	<u>G</u>	N	U
* Communicates problems/progress of daily assignments to supervisor.	E	<u>V</u>	G	N	U

RECEIVING/MAINTENANCE/OVERNIGHT PERFORMANCE REVIEW (Page 2 of 2)

1. ATTENDANCE & PUNCTUALITY:

Acceptable ☒ Not Acceptable ☐

2. GOALS AND OBJECTIVES

Objectives Accomplished

List the specific goals and objectives accomplished by the associate during the appraisal period, compared with the results expected from goals established at previous review or during the period.

- INCREASE PROFIT Recovery by maintaining AS IS Rack
 - Team played assists where needed - HBC etc
 - Ad hoc BPO, CSS PROCESS
 - 653 PROCESS

Unaccomplished Objectives

List the specific goals and objectives not accomplished by the associate during the appraisal period, compared with the expected results as defined in previous review or during the period.

- Keep area neat & clean

Goals and Objectives for next Review Period:

Identify 2-3 quantitative and/or qualitative goals or objectives the associate should focus on during the next review period. (For each goal or objective indicate how accomplishment of goal/objective will be measured and indicate target date for accomplishments.)

- Clean back rty area
 - Work towards identifying items to be AS IS cd or donated versus thrown away
 - continue working to transfer 653 items to reduce N & D clearance

Strengths and Weaknesses:

Describe any of the associate's strengths or weaknesses which you feel are materially related to their performance and which are not addressed elsewhere in this review.

REDACTED follows direction and is open to new ideas and changes.
 - completes tasks in timely manner
 - works hard and cares about his job and the stores business

3. OVERALL RATING FOR PERIOD

Circle one rating
 E V G N U

Date of Review: 8/10/16

REDACTED

Reviewed associate's signature after review conference:

Signature

Date

Danville Reha 8/10/16

Reviewer's signature after review conference:

Signature

Date

Danville Reha 8/10/16

Reviewer's Printed Name

Date



REDACTED

MERCHANDISING / STOCK (Page 1 of 2)

Name: _____

Store #: 260 Date of review: _____

Circle review type & Indicate Date Due:

90 DAY REVIEW DUE: _____

OTHER (_____) Review) due: _____

ANNUAL REVIEW DUE: _____

DATE OF HIRE: _____

11-4-16
11-4-15

THIS PERFORMANCE REVIEW IS BEING PREPARED BY AND/OR A RESULT OF INPUT FROM THE FOLLOWING MANAGERS:

Printed Name: <u>Skip Sherman</u>	Signature: <u>[Signature]</u>	Position: <u>ASM</u>
Printed Name: <u>Danilo Brown</u>	Signature: <u>[Signature]</u>	Position: <u>Front End Mgr</u>
Printed Name: _____	Signature: _____	Position: _____
Printed Name: _____	Signature: _____	Position: _____
Printed Name: _____	Signature: _____	Position: _____
Printed Name: _____	Signature: _____	Position: _____

KEY: E - Excellent, V - Very Good, G - Good, N - Needs Improvement, U - Unacceptable

Choose one rating

E V G N U

(Draw a line through any skill which isn't applicable.)

CUSTOMER SERVICE SKILLS

- * Understands that the customer is our main priority and consistently maintains a customer focus.
- * Ensures a prompt, friendly approach to all customers.
- * Escorts customers seeking location(s) of specific merchandise.
- * Is alert to customer needs and offers a cart whenever appropriate.
- * Responds quickly to customer inquiries and "Passes the Buck" whenever necessary.
- * Complies with Bridal and Gift Registry program standards when servicing both registrants and guests.
- * Determines customer needs and works to add-on sell.
- * Has developed good product knowledge; keeps abreast of new items and utilizes this knowledge to enhance service.
- * Answers the phone promptly and uses proper phone etiquette.

E	V	<u>G</u>	N	U
E	V	<u>G</u>	N	U
E	V	<u>G</u>	N	U
E	V	<u>G</u>	N	U
E	V	<u>G</u>	N	U
E	V	<u>G</u>	N	U
E	V	<u>G</u>	N	U
E	V	<u>G</u>	N	U
E	V	<u>G</u>	N	U

TEAM SKILLS

- * Demonstrates initiative and completes projects in a timely manner.
- * Accepts constructive criticism and acts upon it.
- * Maintains a positive outlook toward job.
- * Communicates effectively with Management and other associates.
- * Works the schedule set by the Manager but demonstrates flexibility when needs of the business dictate.
- * Is a team player.
- * Exhibits professional manner, dress and appearance at all times.

E	<u>G</u>	N	U	
E	<u>G</u>	N	U	
E	<u>G</u>	N	U	
E	<u>G</u>	N	U	
E	V	<u>G</u>	N	U
E	<u>G</u>	N	U	
E	<u>G</u>	N	U	

MERCHANDISING & DEPARTMENT MAINTENANCE

- * Works to maintain selling floor standards and recovery of the department.
- * Is aware of product sell through and completes pull lists.
- * Demonstrates good product knowledge and uses the information to merchandise the selling floor effectively.
- * Understands and utilizes JDA to resolve selling floor inquiries.
- * Adheres to shortage reduction and compliance procedures.
- * Safely handles equipment and maintains safety awareness.

E	<u>G</u>	N	U	
E	<u>G</u>	N	U	
E	<u>G</u>	N	U	
E	V	<u>G</u>	N	U
E	V	<u>G</u>	N	U
E	V	<u>G</u>	N	U

MERCHANDISING / STOCK (Page 2 of 2)

1. ATTENDANCE & PUNCTUALITY:

Acceptable ☒ Not Acceptable ☐

2. GOALS AND OBJECTIVES

Objectives Accomplished

List the specific goals and objectives accomplished by the associate during the appraisal period, compared with the results expected from goals established at previous review or during the period.

- 1) Team player assists wherever needed, replenish seasonal, pack out
- 2) Excellent merchandising skills
- 3) Self starter requires little supervision to complete projects accurately and timely

Unaccomplished Objectives

List the specific goals and objectives not accomplished by the associate during the appraisal period, compared with the expected results as defined in previous review or during the period.

- 1) Inconsistent with Beyond Store Orders

Goals and Objectives for next Review Period:

Identify 2-3 quantitative and/or qualitative goals or objectives the associate should focus on during the next review period. (For each goal or objective indicate how accomplishment of goal/objective will be measured and indicate target date for accomplishments.)

- 1) Improve number of Beyond Stores completed

Strengths and Weaknesses:

Describe any of the associate's strengths or weaknesses which you feel are materially related to their performance and which are not addressed elsewhere in this review.

REDACTED is an excellent associate who is a team player who has excellent merchandising skills & always completes assignments quickly & accurately.
REDACTED needs to be more consistent with Beyond orders - A solid Asset to the store team

3. OVERALL RATING FOR PERIOD

Circle one rating
E ☒ V ☐ G ☐ N ☐ U

Date of Review: 11-9-16

REDACTED

Reviewed associate's signature after review conference:

Signature

Date

11-9-16

Reviewer's signature after review conference:

Signature

Date

Danielle Rehs 11-9-16

Danielle Rehs 11-9-16
Reviewer's Printed Name Date



REDACTED

Name:

Store #: 260 Date of review: _____

Circle review type & indicate Date Due:

90 DAY REVIEW DUE: _____

OTHER (_____) Review) due: _____

ANNUAL REVIEW DUE: 11-29-16

DATE OF HIRE: 11-29-07

THIS PERFORMANCE REVIEW IS BEING PREPARED BY AND/OR A RESULT OF INPUT FROM THE FOLLOWING MANAGERS:

Printed Name: <u>Danielle Rehn</u>	Signature: <u>[Signature]</u>	Position: <u>Ops.</u>
Printed Name: <u>Step Schum</u>	Signature: <u>[Signature]</u>	Position: <u>Asm</u>
Printed Name: _____	Signature: _____	Position: _____
Printed Name: _____	Signature: _____	Position: _____
Printed Name: _____	Signature: _____	Position: _____
Printed Name: _____	Signature: _____	Position: _____

KEY: E - Excellent, V - Very Good, G - Good, N - Needs Improvement, U - Unacceptable

Choose one rating

E V G N U

(Draw a line through any skill which isn't applicable.)

CUSTOMER SERVICE SKILLS

- * Understands that the customer is our main priority and consistently maintains a customer focus.
- * Ensures a prompt, friendly approach to all customers.
- * Escorts customers seeking location(s) of specific merchandise.
- * Is alert to customer needs and offers a cart whenever appropriate.
- * Responds quickly to customer inquiries and "Passes the Buck" whenever necessary.
- * Complies with Bridal and Gift Registry program standards when servicing both registrants and guests.
- * Determines customer needs and works to add-on/sell.
- * Has developed good product knowledge; keeps abreast of new items and utilizes this knowledge to enhance service.
- * Answers the phone promptly and uses proper phone etiquette.

E	V	G	N	U
E	V	G	N	U
E	V	G	N	U
E	V	G	N	U
E	V	G	N	U
E	V	G	N	U
E	V	G	N	U
E	V	G	N	U
E	V	G	N	U

TEAM SKILLS

- * Demonstrates initiative and completes projects in a timely manner.
- * Accepts constructive criticism and acts upon it.
- * Maintains a positive outlook toward job.
- * Communicates effectively with Management and other associates.
- * Works the schedule set by the Manager but demonstrates flexibility when needs of the business dictate.
- * Is a team player.
- * Exhibits professional manner, dress and appearance at all times.

E	V	G	N	U
E	V	G	N	U
E	V	G	N	U
E	V	G	N	U
E	V	G	N	U
E	V	G	N	U
E	V	G	N	U

MERCHANDISING & DEPARTMENT MAINTENANCE

- * Works to maintain selling floor standards and recovery of the department.
- * Is aware of product sell through and completes pull lists.
- * Demonstrates good product knowledge and uses the information to merchandise the selling floor effectively.
- * Understands and utilizes JDA to resolve selling floor inquiries.
- * Adheres to shortage reduction and compliance procedures.
- * Safely handles equipment and maintains safety awareness.

E	V	G	N	U
E	V	G	N	U
E	V	G	N	U
E	V	G	N	U
E	V	G	N	U
E	V	G	N	U

1. ATTENDANCE & PUNCTUALITY:

Acceptable ☒ Not Acceptable ☐

2. GOALS AND OBJECTIVES

Objectives Accomplished

List the specific goals and objectives accomplished by the associate during the appraisal period, compared with the results expected from goals established at previous review or during the period.

- Learned prog systems

Unaccomplished Objectives

List the specific goals and objectives not accomplished by the associate during the appraisal period, compared with the expected results as defined in previous review or during the period.

STOCKPILLS TO SAVAGE STANDARDS

Goals and Objectives for next Review Period:

Identify 2-3 quantitative and/or qualitative goals or objectives the associate should focus on during the next review period. (For each goal or objective indicate how accomplishment of goal/objective will be measured and indicate target date for accomplishment(s).)

Stockpills project

put replenishment to productivity 15%

Strengths and Weaknesses:

Describe any of the associate's strengths or weaknesses which you feel are materially related to their performance and which are not addressed elsewhere in this review.

REDACTION

follows direction and completes projects timely

REDACTION

cares about his depts and maintains stock levels

3. OVERALL RATING FOR PERIOD

Circle one rating
E V G N U

Date of Review: _____

Reviewed associate's signature after review conference:

Signature _____ Date _____

Reviewer's signature after review conference:

Signature _____ Date _____

Reviewer's Printed Name _____ Date _____



REDACTED

MERCHANDISING / STOCK (Page 1 of 2)

Name

Store #: 260 Date of review: _____

Circle review type & indicate Date Due:

90 DAY REVIEW DUE: _____

OTHER (_____) Review) due: _____

ANNUAL REVIEW DUE: 11-29-16DATE OF HIRE: 11-29-07

THIS PERFORMANCE REVIEW IS BEING PREPARED BY AND/OR A RESULT OF INPUT FROM THE FOLLOWING MANAGERS:

Printed Name: <u>Danielle Rehs</u>	Signature: <u>[Signature]</u>	Position: <u>Ops.</u>
Printed Name: <u>Steph Schum</u>	Signature: <u>[Signature]</u>	Position: <u>Asm</u>
Printed Name: _____	Signature: _____	Position: _____
Printed Name: _____	Signature: _____	Position: _____
Printed Name: _____	Signature: _____	Position: _____
Printed Name: _____	Signature: _____	Position: _____

KEY: E - Excellent, V - Very Good, G - Good, N - Needs Improvement, U - Unacceptable

Choose one rating

E V G N U

(Draw a line through any skill which isn't applicable.)

CUSTOMER SERVICE SKILLS

- * Understands that the customer is our main priority and consistently maintains a customer focus.
- * Ensures a prompt, friendly approach to all customers.
- * Escorts customers seeking location(s) of specific merchandise.
- * Is alert to customer needs and offers a cart whenever appropriate.
- * Responds quickly to customer inquiries and "Passes the Buck" whenever necessary.
- * Complies with Bridal and Gift Registry program standards when servicing both registrants and guests.
- * Determines customer needs and works to add-on sell.
- * Has developed good product knowledge; keeps abreast of new items and utilizes this knowledge to enhance service.
- * Answers the phone promptly and uses proper phone etiquette.

E	V	G	N	U
E	V	G	N	U
E	V	G	N	U
E	V	G	N	U
E	V	G	N	U
E	V	G	N	U
E	V	G	N	U
E	V	G	N	U
E	V	G	N	U

TEAM SKILLS

- * Demonstrates initiative and completes projects in a timely manner.
- * Accepts constructive criticism and acts upon it.
- * Maintains a positive outlook toward job.
- * Communicates effectively with Management and other associates.
- * Works the schedule set by the Manager but demonstrates flexibility when needs of the business dictate.
- * Is a team player.
- * Exhibits professional manner, dress and appearance at all times.

E	V	G	N	U
E	V	G	N	U
E	V	G	N	U
E	V	G	N	U
E	V	G	N	U
E	V	G	N	U
E	V	G	N	U

MERCHANDISING & DEPARTMENT MAINTENANCE

- * Works to maintain selling floor standards and recovery of the department.
- * Is aware of product sell through and completes pull lists.
- * Demonstrates good product knowledge and uses the information to merchandise the selling floor effectively.
- * Understands and utilizes JDA to resolve selling floor inquiries.
- * Adheres to shortage reduction and compliance procedures.
- * Safely handles equipment and maintains safety awareness.

E	V	G	N	U
E	V	G	N	U
E	V	G	N	U
E	V	G	N	U
E	V	G	N	U
E	V	G	N	U

MERCHANDISING / STOCK (Page 2 of 2)

1. ATTENDANCE & PUNCTUALITY:

Acceptable ☒ Not Acceptable ☐

2. GOALS AND OBJECTIVES

Objectives Accomplished

List the specific goals and objectives accomplished by the associate during the appraisal period, compared with the results expected from goals established at previous review or during the period.

- Learned POS systems

Unaccomplished Objectives

List the specific goals and objectives not accomplished by the associate during the appraisal period, compared with the expected results as defined in previous review or during the period.

Stockroom to salvage standards

Goals and Objectives for next Review Period:

Identify 2-3 quantitative and/or qualitative goals or objectives the associate should focus on during the next review period. (For each goal or objective indicate how accomplishment of goal/objective will be measured and indicate target date for accomplishments.)

Stockrooms organized

put Replenishment to productivity 15%

Strengths and Weaknesses:

Describe any of the associate's strengths or weaknesses which you feel are materially related to their performance and which are not addressed elsewhere in this review.

REDACTION follows direction and completes projects timely

REDACTION cares about his depts and maintains stock levels

3. OVERALL RATING FOR PERIOD

Circle one rating
E V G N U

Date of Review: 11/10/16

REDACTION

Reviewed associate's signature after review conference:

(Signature)

11/10/16
Date

Reviewer's signature after review conference:

Signature

Reviewer's Printed Name

Date

Date



RECEIVING/MAINTENANCE/OVERNIGHT PERFORMANCE REVIEW (Page 1 of 2)

REDACTED

Name: _____ Store #: 260 Date of review: _____

Circle review type & Indents Date Due:

 90 DAY REVIEW DUE: _____ OTHER (____ Review) due: _____
 ANNUAL REVIEW DUE: 3/20/17
 DATE OF HIRE: _____

THIS PERFORMANCE REVIEW IS BEING PREPARED BY AND/OR A RESULT OF INPUT FROM THE FOLLOWING MANAGERS:

Printed Name _____	Signature _____	Position _____
Printed Name _____	Signature _____	Position _____
Printed Name _____	Signature _____	Position _____
Printed Name _____	Signature _____	Position _____
Printed Name _____	Signature _____	Position _____
Printed Name _____	Signature _____	Position _____

KEY: E - Excellent, V - Very Good, G - Good, N - Needs Improvement, U - Unacceptable(Draw a line through any skill which isn't applicable.) E V G N U**CUSTOMER SERVICE SKILLS**

* Understands that the customer is our main priority and consistently maintains a customer focus.	E	V	<u>G</u>	N	U
* Escorts customers seeking location(s) of specific merchandise.	E	V	<u>G</u>	N	U
* Is alert to customer needs and offers a cart whenever appropriate.	E	V	<u>G</u>	N	U
* Responds quickly to customer inquiries and "Passes the Buck" whenever necessary.	E	V	<u>G</u>	N	U
* Complies with Bridal and Gift Registry program standards when servicing both registrants and guests.	E	V	<u>G</u>	N	U
* Answers the phone promptly and uses proper phone etiquette.	E	V	<u>G</u>	N	U
* Non-selling work is completed with no disruption to customer service.	E	V	<u>G</u>	N	U

TEAM SKILLS

* Demonstrates initiative and completes projects in a timely manner.	E	<u>V</u>	G	N	U
* Accepts constructive criticism and acts upon it.	E	<u>V</u>	G	N	U
* Maintains a positive outlook toward job.	E	V	<u>G</u>	N	U
* Communicates effectively with Management and other associates.	E	<u>V</u>	G	N	U
* Works the schedule set by the Manager but demonstrates flexibility when needs of the business dictate.	E	V	<u>G</u>	N	U
* Is a team player.	E	<u>V</u>	G	N	U
* Exhibits professional manner, dress and appearance at all times.	E	V	<u>G</u>	N	U

MERCHANDISING & DEPARTMENT MAINTENANCE

* Works to maintain selling floor/stockroom standards and recovery of the department.	E	V	<u>G</u>	N	U
* Maintains a clean, orderly and safe work area.	E	<u>V</u>	G	N	U
* Adheres to shortage reduction and compliance procedures; follows special operating procedures of the department.	E	V	<u>G</u>	N	U
* Understands and utilizes JDA to resolve selling floor/stock inquiries.	E	V	<u>G</u>	N	U
* Completes pull lists quickly and accurately.	E	V	<u>G</u>	N	U
* Safely handles equipment and maintains a safety awareness.	E	V	<u>G</u>	N	U
* Communicates problems/progress of daily assignments to supervisor.	E	V	<u>G</u>	N	U

RECEIVING/MAINTENANCE/OVERNIGHT PERFORMANCE REVIEW (Page 2 of 2)

1. ATTENDANCE & PUNCTUALITY:

Acceptable ☒ Not Acceptable ☐

2. GOALS AND OBJECTIVES

Objectives Accomplished

List the specific goals and objectives accomplished by the associate during the appraisal period, compared with the results expected from goals established at previous review or during the period.

REDACTED has learned all basic Receiving Functions.
- Train new associates

Unaccomplished Objectives

List the specific goals and objectives not accomplished by the associate during the appraisal period, compared with the expected results as defined in previous review or during the period.

- closing truck paperwork
- a.o productivity

Goals and Objectives for next Review Period:

Identify 2-3 quantitative and/or qualitative goals or objectives the associate should focus on during the next review period. (For each goal or objective indicate how accomplishment of goal/objective will be measured and indicate target date for accomplishments.)

REDACTED must work with Rec manager to learn how to
complete closing paperwork
- motivate peers to help achieve a.o productivity

Strengths and Weaknesses:

Describe any of the associate's strengths or weaknesses which you feel are materially related to their performance and which are not addressed elsewhere in this review.

REDACTED is fantastic at training new associates.
REDACTED helps lead the dept by keeping a watch out
for standards & correcting issues, but can be
more aggressive, vocal on productivity issues

3. OVERALL RATING FOR PERIOD

Circle one rating
E V (G) N U

Date of Review: 3-10-17

REDACTED

Reviewed associate's signature after review conference:

Reviewer's signature after review conference:

Signature

3/10/17
Date

Danielle Rehs

3/10/17
Date

Signature

Danielle Rehs

3/10/17
Date

Reviewer's Printed Name

Date



RECEIVING/MAINTENANCE/OVERNIGHT PERFORMANCE REVIEW (Page 1 of 2)

Name: _____ Store #: 200 Date of review: _____

Circle review type & Indicate Date Due:

90 DAY REVIEW DUE: _____ OTHER (_____) Review) due: _____
ANNUAL REVIEW DUE: _____
DATE OF HIRE: _____

THIS PERFORMANCE REVIEW IS BEING PREPARED BY AND/OR A RESULT OF INPUT FROM THE FOLLOWING MANAGERS:

Printed Name <u>Danielle Pehs</u>	Signature <u>Danielle Pehs</u>	Position <u>ops</u>
Printed Name _____	Signature _____	Position _____
Printed Name _____	Signature _____	Position _____
Printed Name _____	Signature _____	Position _____
Printed Name _____	Signature _____	Position _____
Printed Name _____	Signature _____	Position _____

KEY: E - Excellent, V - Very Good, G - Good, N - Needs Improvement, U - Unacceptable

(Draw a line through any skill which isn't applicable.)

E V G N U

CUSTOMER SERVICE SKILLS

- | | | | | | |
|--------------------------------------------------------------------------------------------------------|---|---|----------|---|---|
| * Understands that the customer is our main priority and consistently maintains a customer focus. | E | V | <u>G</u> | N | U |
| * Escorts customers seeking location(s) of specific merchandise. | E | V | <u>G</u> | N | U |
| * Is alert to customer needs and offers a cart whenever appropriate. | E | V | <u>G</u> | N | U |
| * Responds quickly to customer inquiries and "Passes the Buck" whenever necessary. | E | V | <u>G</u> | N | U |
| * Complies with Bridal and Gift Registry program standards when servicing both registrants and guests. | E | V | <u>G</u> | N | U |
| * Answers the phone promptly and uses proper phone etiquette. | E | V | <u>G</u> | N | U |
| * Non-selling work is completed with no disruption to customer service. | E | V | <u>G</u> | N | U |

TEAM SKILLS

- | | | | | | |
|----------------------------------------------------------------------------------------------------------|---|---|----------|---|---|
| * Demonstrates initiative and completes projects in a timely manner. | E | V | <u>G</u> | N | U |
| * Accepts constructive criticism and acts upon it. | E | V | <u>G</u> | N | U |
| * Maintains a positive outlook toward job. | E | V | <u>G</u> | N | U |
| * Communicates effectively with Management and other associates. | E | V | <u>G</u> | N | U |
| * Works the schedule set by the Manager but demonstrates flexibility when needs of the business dictate. | E | V | <u>G</u> | N | U |
| * Is a team player. | E | V | <u>G</u> | N | U |
| * Exhibits professional manner, dress and appearance at all times. | E | V | <u>G</u> | N | U |

MERCHANDISING & DEPARTMENT MAINTENANCE

- | | | | | | |
|--------------------------------------------------------------------------------------------------------------------|---|---|----------|---|---|
| * Works to maintain selling floor/stockroom standards and recovery of the department. | E | V | <u>G</u> | N | U |
| * Maintains a clean, orderly and safe work area. | E | V | <u>G</u> | N | U |
| * Adheres to shortage reduction and compliance procedures; follows special operating procedures of the department. | E | V | <u>G</u> | N | U |
| * Understands and utilizes JDA to resolve selling floor/stock inquiries. | E | V | <u>G</u> | N | U |
| * Completes pull lists quickly and accurately. | E | V | <u>G</u> | N | U |
| * Safely handles equipment and maintains a safety awareness. | E | V | <u>G</u> | N | U |
| * Communicates problems/progress of daily assignments to supervisor. | E | V | <u>G</u> | N | U |

RECEIVING/MAINTENANCE/OVERNIGHT PERFORMANCE REVIEW (Page 2 of 2)

1. ATTENDANCE & PUNCTUALITY:

Acceptable ☒ Not Acceptable ☐

2. GOALS AND OBJECTIVES

Objectives Accomplished

List the specific goals and objectives accomplished by the associate during the appraisal period, compared with the results expected from goals established at previous review or during the period.

- learned how to pull stock replenish
- learned how to utilize pos

Unaccomplished Objectives

List the specific goals and objectives not accomplished by the associate during the appraisal period, compared with the expected results as defined in previous review or during the period.

- stockroom maintenance
- when Evan has 'down time' he tends to do busy work until its time to go home.

Goals and Objectives for next Review Period:

Identify 2-3 quantitative and/or qualitative goals or objectives the associate should focus on during the next review period. (For each goal or objective indicate how accomplishment of goal/objective will be measured and indicate target date for accomplishments.)

- stockroom sections need to be maintained.
- pull lists must be completed accurately and quickly
- be more proactive when not given direction

Strengths and Weaknesses:

Describe any of the associate's strengths or weaknesses which you feel are materially related to their performance and which are not addressed elsewhere in this review.

REDACTED is always polite & professional
REDACTED has learned his position quickly & efficiently,
but needs to be more assertive

3. OVERALL RATING FOR PERIOD

Circle one rating
E V ☒ G N U

Date of Review: 11-12-17

REDACTED

Reviewed associate's signature after review conference:

Signature _____ Date 6/12/17

Reviewer's signature after review conference:

Signature _____ Date 6/12/17

Reviewer's Printed Name _____ Date 6/12/17

EXHIBIT 8



REDACTED

FRONT END LEAD/SUPERVISOR (Page 1 of 2)

Name: _____ Store #: 11 Date of review: 1/19/16

THIS PERFORMANCE REVIEW IS BEING PREPARED BY AND/OR A RESULT OF INPUT FROM THE FOLLOWING MANAGERS:

Printed Name <u>Vernis Allen</u>	Signature <u>[Signature]</u>	Position <u>Asst. Mgr.</u>
Printed Name <u>[Signature]</u>	Signature <u>[Signature]</u>	Position <u>[Signature]</u>
Printed Name <u>[Signature]</u>	Signature <u>[Signature]</u>	Position <u>[Signature]</u>
Printed Name _____	Signature _____	Position _____
Printed Name _____	Signature _____	Position _____
Printed Name _____	Signature _____	Position _____

KEY: E - Excellent, V - Very Good, G - Good, N - Needs Improvement, U - Unacceptable

I. PERFORMANCE SKILLS

CUSTOMER SERVICE - overall rating

- | | E | V | G | N | U |
|--------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| 1. Always leads by example the customer service standards which create positive experiences for employees and customers. | E | V | G | N | U |
| 2. Institutes practices that ensure all opportunities to enhance customer service are pursued. | E | V | G | N | U |
| 3. Complies with Bridal and Gift Registry program standards when servicing both registrants and guests. | E | V | G | N | U |
| 4. Ensures that customers are viewed as a priority. | E | V | G | N | U |

FRONT END SKILLS - overall rating

- | | E | V | G | N | U |
|-----------------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| 1. Ensure gift registry purchases are properly recorded. | E | V | G | N | U |
| 2. Maintains staffing levels of registers. | E | V | G | N | U |
| 3. Completes checkout accurately and in a timely manner. | E | V | G | N | U |
| 4. Trains cashiers on new policies and procedures. | E | V | G | N | U |
| 5. Ensures QWP and rebate guides are up to date and cashiers are trained on procedures. | E | V | G | N | U |
| 6. Monitors cashier scanning, O/S + logs, discusses concerns with Management as necessary. | E | V | G | N | U |
| 7. Communicates security alerts to cashiers. | E | V | G | N | U |
| 8. Identifies and communicates unique and individual store opportunities focusing on the core customer's needs. | E | V | G | N | U |
| 9. Adheres to all P.L.U. policies and procedures. | E | V | G | N | U |
| 10. Ensures all POS equipment is in working order. | E | V | G | N | U |
| 11. Ensures that annual Certifications and biannual Cart Test are conducted with all associates. | E | V | G | N | U |

OPERATIONAL SKILLS - overall rating

- | | E | V | G | N | U |
|---------------------------------------------------------------------------------------------|---|---|---|---|---|
| 1. Understands and executes principles of Process Improvement (PI). | E | V | G | N | U |
| 2. Knowledgeable of and properly implements safety and loss prevention procedures. | E | V | G | N | U |
| 3. Properly utilizes and acts upon XBR reports. | E | V | G | N | U |
| 4. Completes all necessary paperwork accurately and in a timely manner. | E | V | G | N | U |
| 5. Complies with Company standards for all operational policies and procedures. | E | V | G | N | U |
| 6. Ensures department maintenance. | E | V | G | N | U |
| 7. Works in a safe manner and maintains safe, clean work environment. | E | V | G | N | U |
| 8. Understands the financial implications of adhering to front end policies and procedures. | E | V | G | N | U |

INTERPERSONAL/MANAGEMENT SKILLS - overall rating

- | | E | V | G | N | U |
|-----------------------------------------------------------------------------------|---|---|---|---|---|
| 1. Follows instructions. | E | V | G | N | U |
| 3. Promptly advises Management of any problems. | E | V | G | N | U |
| 3. Seeks advice when appropriate. | E | V | G | N | U |
| 4. Ability to prioritize work effectively, control time and meet deadlines. | E | V | G | N | U |
| 5. Exhibits ability to work independently with minimum supervision; self-starter. | E | V | G | N | U |
| 6. Exhibits ability to accept and act upon constructive criticism. | E | V | G | N | U |
| 7. Initiative, self motivation, enthusiasm, attitude and reliability. | E | V | G | N | U |
| 8. Communicates and works well with Management and other associates. | E | V | G | N | U |
| 9. Aptitude for dealing with people (incl). | E | V | G | N | U |
| 10. Ability to identify critical issues. | E | V | G | N | U |
| 11. Accomplishes objectives with a sense of urgency. | E | V | G | N | U |

PERSONAL WORK CHARACTERISTICS - overall rating

- | | E | V | G | N | U |
|-------------------------------------------------------------------|---|---|---|---|---|
| 1. Exercises proper and ethical behavior at all times. | E | V | G | N | U |
| 2. Works effectively under pressure. | E | V | G | N | U |
| 3. Seeks greater level of responsibility. | E | V | G | N | U |
| 4. Willing to work for the good of the Company; is a team player. | E | V | G | N | U |
| 5. Makes effective use of time. | E | V | G | N | U |

FRONT END LEAD/SUPERVISOR (Page 2 of 2)

I. ATTENDANCE & PUNCTUALITY:

Acceptable X Not Acceptable

GOALS AND OBJECTIVES

Objectives Accomplished

List the specific goals and objectives accomplished by the associate during the appraisal period, compared with the results expected from goals established at previous review or during the period.

REDACTED has taken the "train the trainer" course and has acted as a FE trainer
REDACTED has been trained and utilized her training in the RTD dept
REDACTED has been trained and utilized her training in the Broker dept.

Unaccomplished Objectives

List the specific goals and objectives not accomplished by the associate during the appraisal period, compared with the expected results as defined at previous review or during the period.

REDACTED has not been trained in the PI process.

Goals and Objectives for next Review Period:

Identify 2-3 quantitative and/or qualitative goals or objectives the associate should focus on during the next review period. (For each goal or objective indicate how accomplishment of goal/objective will be measured and indicate target date for accomplishments.)

REDACTED
- effective 10/1/16 - will begin following the PI process to ensure
master levels are maintained within various depts. in the store.
- effective 9/1/16 - will begin reviewing specs and guides for
various depts and ensuring the depts are following the posted guides
- effective 12/1/16 - Jason will begin using suggested ordering screens for various
depts.

Strengths and Weaknesses:

Describe any of the associate's strengths or weaknesses materially related to their performance and which are not addressed elsewhere in this review.

REDACTED has moved from FES to lifestyles where she has begun the process
of being promoted to dept supervisor
REDACTED is an asset to the store and the company. She is a team player
and is always looking to improve customer service.

OVERALL RATING FOR PERIOD

REDACTED

354

E O G N U

Name:

Store Name and Number: Manassas, 105

Date of Hire:

Date of Review: 7/17/16

Reviewed associate's signature after review conference:

Signature _____ Date _____

Reviewer's signature after review conference:

Signature _____ Date _____

Reviewer's Printed Name

Date



REDACTED

MERCHANDISING / STOCK (Page 1 of 2)

Beyond any store of its kind.

Name: _____ Store #: 101 Date of review: 8/12/16

Circle review type & indicate Date Due:

90 DAY REVIEW DUE: _____ (OTHER (_____) Review due: _____)
ANNUAL REVIEW DUE: ✓
DATE OF HIRE: 8/17/14

THIS PERFORMANCE REVIEW IS BEING PREPARED BY AND/OR A RESULT COMPILED FROM THE FOLLOWING MANAGERS:

Printed Name: <u>Daniel Baker</u>	Signature: <u>[Signature]</u>	Position: <u>Assistant Manager</u>
Printed Name: <u>Yvonne Adams</u>	Signature: <u>[Signature]</u>	Position: <u>Assistant Manager</u>
Printed Name: _____	Signature: _____	Position: _____
Printed Name: _____	Signature: _____	Position: _____
Printed Name: _____	Signature: _____	Position: _____
Printed Name: _____	Signature: _____	Position: _____

KEY: E - Excellent, V - Very Good, G - Good, N - Needs Improvement, U - Unacceptable

(Draw a line through any skill which isn't applicable.)

Choose one rating

E V G N U

CUSTOMER SERVICE SKILLS

- * Understands that the customer is our main priority and consistently maintains a customer focus. E G N U
- * Ensures a prompt, friendly approach to all customers. E V G N U
- * Escorts customers seeking location(s) of specific merchandise. E V G N U
- * Is alert to customer needs and offers a cart whenever appropriate. E V G N U
- * Responds quickly to customer inquiries and "Passes the Buck" whenever necessary. E V G N U
- * Complies with Bridal and Gift Registry program standards when servicing both registrants and guests. E V G N U
- * Determines customer needs and works to add-on sell. E V G N U
- * Has developed good product knowledge; keeps abreast of new items and utilizes this knowledge to enhance service. E V G N U
- * Answers the phone promptly and uses proper phone etiquette. E V G N U

TEAM SKILLS

- * Demonstrates initiative and completes projects in a timely manner. E V G N U
- * Accepts constructive criticism and acts upon it. E V G N U
- * Maintains a positive outlook toward job. E V G N U
- * Communicates effectively with Management and other associates. E V G N U
- * Works the schedule set by the Manager but demonstrates flexibility when needs of the business dictate. E V G N U
- * Is a team player. E V G N U
- * Exhibits professional manner, dress and appearance at all times. E V G N U

MERCHANDISING & DEPARTMENT MAINTENANCE

- * Works to maintain selling floor standards and recovery of the department. E V G N U
- * Is aware of product sell through and completes pull lists. E V G N U
- * Demonstrates good product knowledge and uses the information to merchandise the selling floor effectively. E V G N U
- * Understands and utilizes JDA to resolve selling floor inquiries. E V G N U
- * adheres to shortage reduction and compliance procedures. E V G N U
- * Safely handles equipment and maintains safety awareness. E V G N U

MERCHANDISING / STOCK (Page 2 of 2)

1. ATTENDANCE & PUNCTUALITY:

Acceptable ☒ Not Acceptable ☐

2. GOALS AND OBJECTIVES

Objectives Accomplished

List the specific goals and objectives accomplished by the associate during the appraisal period, compared with the results expected from goals established at previous review or during the period.

Very good regular of duty can get orders quickly
Possibly towards the top of the store in regard orders

Unaccomplished Objectives

List the specific goals and objectives not accomplished by the associate during the appraisal period, compared with the expected results as defined in previous review or during the period.

Did not begin suggester orders

Goals and Objectives for next Review Period:

Identify 2-3 quantitative and/or qualitative goals or objectives the associate should focus on during the next review period. (For each goal or objective indicate how accomplishment of goal/objective will be measured and indicate target date for accomplishments.)

- effective 11/1/16 REDACTED will begin placing orders using the suggested order screen on backnet
- effective 2/1/17 REDACTED will begin to process backstock and replenishment using the POC system.

Strengths and Weaknesses:

Describe any of the associate's strengths or weaknesses which you feel are materially related to their performance and which are not addressed elsewhere in this review.

REDACTED is great with customer service and product knowledge
beginning how to use spots will help become a better well rounded employee

3. OVERALL RATING FOR PERIOD

Circle one rating
E V ☒ G N U
F-25

Date of Review: 8/12/16

REDACTED

Reviewed associate's signature after review conference:

Signature _____ Date _____

Reviewer's signature after review conference:


Signature  Date 8/12/16
Daniel Alex
Reviewer's Printed Name Date 8/12/16

EXHIBIT 9



Name of Candidate

REDACTED

Name of 1st Interviewer

John

Date

9/5/16

Please log All comments/answers on form

- Let's start by having you give me a brief overview of your work experience starting with your most recent position.

1) What are/were your main responsibilities as Sales2) What is/was your work schedule like? Mon-Fri 11/5 - 3 hrs. Day interview3) Why did you leave ____? finished school program4) What do you like most about working in retail? Seasonal Santa on call

Least?

- All associates and managers are expected to approach customers who are actively shopping in our departments and offer service. In many cases it's not only the initial greeting, but asking qualifying questions in order to provide an answer that will allow them to purchase the ideal product.

Scenario: Tell me about any item that you own personally and like, and how would you convince me to buy it?

- Our Bridal registry program is a very important part of our business. Our goal is for all associates to be capable and excited about registering and assisting our couples and their guests.

Scenario: A couple comes in to register with us. What types of things would you say to a new couple to display enthusiasm about their wedding and registering with us? (Anything which demonstrates that the associate would be able to engage the couple would be acceptable.)

- 5) Our positions require our associates and managers to move about in a store; sometimes these movements are made quickly and repeatedly. If considered for a position with us, would you be able to perform the following functions:

(Leave line for a yes/no response for each and mark accordingly)

? Climb ladders up to 10' to replace and retrieve merchandise ☒ Yes ☐ No*? Lift up to 40 lbs. ☒ Yes ☐ No*? Push/pull up to 40 lbs. ☒ Yes ☐ No*? Stand for long periods of time. ☒ Yes ☐ No*? Maintenance; cleaning of the bathrooms, picking up paper on the selling floor, taking pride in our stores appearance. ☒ Yes ☐ No*

? If the answer is NO* to any question, ask "What would be needed to allow them to perform the functions?"

(List response):

Scenario: While you are on a ladder pulling down stock to merchandise your department you look over and see a customer who looks confused in the next aisle although they haven't asked for help. You then hear a page asking you to come to the office immediately. What do you do?

- 6) Are you able to work: Days ☒ Yes ☐ No Nights ☒ Yes ☐ No Weekends ☒ Yes ☐ No

- 7) Will you need any additional time off during the next 6 months? i.e. vacations planned already?

☐ Yes (list dates)☐ No

- All Associates and Managers are required to adhere to following dress code guidelines. Clothing should be appropriate for the workplace and be clean and neat.

Review Dress code: All Clothing should be well fitting: Shirts not too tight or too low cut. All length of skirts in good taste.

The following are not permitted:

Mid drift shirts or sleeveless shirts (tube, halter or tank tops)

T-shirts-"undergarment t-shirts"

Facial Jewelry other than earrings

"Hoodies"- any shirt or sweater with a hood.

Brands & Logos are permitted on shirts; however they must be small

Clothing that is torn or ripped

Open toe, open heel shoes (flip flops, sandals)

Day-Glo or pastel dyed hair is not permitted

Shorts, Leggings, jeggings and athletic pants (sweat, yoga, jogging)

- ❖ For all candidates you are not going to hire, please be sure that we are being consistent with our closing message.

Interviewers should say the following: "Thank you for interviewing with us. If we decide to go further with the interview process, we will contact you."

EXHIBIT 10

REDACTED

BED BATH & BEYOND
Beyond any store of its kind.

Name of Candidate _____

Revised 5/2015

Name of Interviewer _____

Date

4/26/16

Please log All comments/answers on form

- ❖ Let's start by having you give me a brief overview of your work experience starting with your most recent position. *Help @ Under Auto Shop.*

1) What are/were your main responsibilities as *clean up?* 2) What is/was your work schedule like?

3) Why did you leave ____? *wants more responsibility*

4) What do you like most about working in retail? Least? *wah w/ people / not serv.*

- ❖ All associates and managers are expected to approach customers who are actively shopping in our departments and offer service. In many cases it's not only the initial greeting, but asking qualifying questions in order to provide an answer that will allow them to purchase the ideal product.

Scenario: Tell me about any item that you own personally and like, and how would you convince me to buy it?

skates for hockey - like weight.

- ❖ Our Bridal registry program is a very important part of our business. Our goal is for all associates to be capable and excited about registering and assisting our couples and their guests.

Scenario: A couple comes in to register with us. What types of things would you say to a new couple to display enthusiasm about their wedding and registering with us? (Anything which demonstrates that the associate would be able to engage the couple in a positive way)

Best place to register / we have everything.

- 5) Our positions require our associates and managers to:

- * Climb ladders to replace and retrieve merchandise. ☒ Yes ☐ No*
- * Lift up to 40 lbs. ☒ Yes ☐ No*
- * Stand for long periods of time. ☒ Yes ☐ No*
- * Maintenance; cleaning of the bathrooms, picking up paper on the selling floor, taking pride in our stores appearance. ☐ Yes ☒ No*

- If considered for a position with us, would you be able to perform these functions? (Leave line for a yes/no response for each and mark accordingly)

* If the answer is NO*, ask "What would be needed to allow them to perform the functions?" (List response)

Scenario: While you are on a ladder pulling down stock to merchandise your department you look over and see a customer who looks confused in the next aisle although they haven't asked for help. You then hear a page asking you to come to the office immediately. What do you do? *Come to the office*

- 6) Are you able to work: Days ☒ Yes ☐ No Nights ☐ Yes ☐ No Weekends ☒ Yes ☐ No

- 7) Will you need any additional time off during the next 6 months? i.e. vacations planned already?

☐ Yes (list dates)

☒ No

- ❖ All Associates and Managers are required to adhere to following dress code guidelines. Clothing should be appropriate for the workplace and be clean and neat.

Review Dress code: All Clothing should be well fitting; Shirts not too tight or too low cut. All length of skirts in good taste.

The following are not permitted:

Mid drift shirts or sleeveless shirts (tube, halter or tank tops)
T-shirts-"undergarment t-shirts"
Facial Jewelry other than earrings
Wearing of cell phones or electronic devices
Shorts, Leggings, jeggings and athletic pants (sweat, yoga, jogging)

Clothing that is torn or ripped
Open toe, open heel shoes (flip flops, sandals)
Day-Glo or pastel dyed hair is not permitted
"Hoodies"- any shirt or sweater with a hood.
Brands & Logos are permitted on shirts; however they must be small

- For all candidates you are not going to hire, please be sure that we are being consistent with our closing message. Interviewers should say the following:

"Thank you for interviewing with us. If we decide to go further with the interview process, we will contact you."

REDACTED



Name of Candidate _____

Name of 1st Interviewer JoniDate 8/16/16

Please log All comments/answers on form

- Let's start by having you give me a brief overview of your work experience starting with your most recent position.

1) What are/were your main responsibilities as _____?

as a sales

2) What is/was your work schedule like?

afternoon/evenings

3) Why did you leave _____?

I was reassigned - Pals

4) What do you like most about working in retail?

Least? people

- All associates and managers are expected to approach customers who are actively shopping in our departments and offer service. In many cases it's not only the initial greeting, but asking qualifying questions in order to provide an answer that will allow them to purchase the ideal product.

Scenario: Tell me about any item that you own personally and like, and how would you convince me to buy it?

Black ensemble

- Our Bridal registry program is a very important part of our business. Our goal is for all associates to be capable and excited about registering and assisting our couples and their guests.

Scenario: A couple comes in to register with us. What types of things would you say to a new couple to display enthusiasm about their wedding and registering with us? (Anything which demonstrates that the associate would be able to engage the couple would be acceptable.)

Personalized

- 5) Our positions require our associates and managers to move about in a store; sometimes these movements are made quickly and repeatedly. If considered for a position with us, would you be able to perform the following functions:

(Leave time for a yes/no response for each and mark accordingly)

? Climb ladders up to 10' to replace and retrieve merchandise ☒ Yes ☐ No*? Lift up to 40 lbs. ☒ Yes ☐ No*? Push/pull up to 40 lbs. ☒ Yes ☐ No*? Stand for long periods of time ☒ Yes ☐ No*? Maintenance; cleaning of the bathrooms, picking up paper on the selling floor, taking pride in our stores appearance, ☒ Yes ☐ No*

?

If the answer is NO* to any question, ask "What would be needed to allow them to perform the functions?"

(List response):

Scenario: While you are on a ladder pulling down stock to merchandise your department you look over and see a customer who looks confused in the next aisle although they haven't asked for help. You then hear a page asking you to come to the office immediately. What do you do?

Go to office

- 6) Are you able to work: Days ☒ Yes ☐ No Nights ☒ Yes ☐ No Weekends ☒ Yes ☐ No Sat/Sun

- 7) Will you need any additional time off during the next 6 months? i.e. vacations planned already?

☒ Yes (list dates)☐ No Sept 13th

- All Associates and Managers are required to adhere to following dress code guidelines. Clothing should be appropriate for the workplace and be clean and neat.

Review Dress code: All Clothing should be well fitting: Shirts not too tight or too low cut. All length of skirts in good taste.

The following are not permitted:

Mid drift shirts or sleeveless shirts (tube, halter or tank tops) ripped

Clothing that is torn or

T-shirts-"undergarment t-shirts" flops, sandals)

Open toe, open heel shoes (flip

Facial Jewelry other than earrings

Day-Glo or pastel dyed hair is not permitted

Wearing of cell phones or electronic devices a hood.

"Hoodies"- any shirt or sweater with

Shorts, Leggings, jeggings and athletic pants (sweat, yoga, jogging)

Brands &

Logos are permitted on shirts; however they must be small

Revised 3/2016

Su+Mo - N/A Tues → Sat 2-7pm
REDACTED

Name of Candidate _____

Name of 1st Interviewer _____

Date 8/18/16

Please log All comments/answers on form

- Let's start by having you give me a brief overview of your work experience starting with your most recent position.

1) What are/were your main responsibilities as _____?

In 37 years

2) What is/was your work schedule like?

8-3pm

3) Why did you leave _____?

Retired.

4) What do you like most about working in retail?

Least?

N/A

- All associates and managers are expected to approach customers who are actively shopping in our departments and offer service. In many cases it's not only the initial greeting, but asking qualifying questions in order to provide an answer that will allow them to purchase the ideal product.

Scenario: Tell me about any item that you own personally and like, and how would you convince me to buy it?

Tub-mat - sticks well - last - not slippery.

- Our Bridal registry program is a very important part of our business. Our goal is for all associates to be capable and excited about registering and assisting our couples and their guests.

Scenario: A couple comes in to register with us. What types of things would you say to a new couple to display enthusiasm about their wedding and registering with us? (Anything which demonstrates that the associate would be able to engage the couple would be acceptable.)

congrats/when/where theme/colors

- 5) Our positions require our associates and managers to move about in a store; sometimes these movements are made quickly and repeatedly. If considered for a position with us, would you be able to perform the following functions:
(Leave time for a yes/no response for each and mark accordingly)

? Climb ladders up to 10' to replace and retrieve merchandise. ☐ Yes ☒ No*? Lift up to 40 lbs. ☒ Yes ☐ No*? Push/pull up to 40 lbs. ☐ Yes ☒ No*? Stand for long periods of time. ☐ Yes ☒ No*? Maintenance; cleaning of the bathrooms, picking up paper on the selling floor, taking pride in our stores appearance. ☒ Yes ☐ No*

?

If the answer is NO* to any question, ask "What would be needed to allow them to perform the functions?"

(List response):

Customs/office

Scenario: While you are on a ladder pulling down stock to merchandise your department you look over and see a customer who looks confused in the next aisle although they haven't asked for help. You then hear a page asking you to come to the office immediately. What do you do?

6) Are you able to work: Days ☒ Yes ☐ No Nights ☐ Yes ☒ No Weekends ☐ Yes ☒ No

7) Will you need any additional time off during the next 6 months? i.e. vacations planned already?

☐ Yes (list dates)☒ No

- All Associates and Managers are required to adhere to following dress code guidelines. Clothing should be appropriate for the workplace and be clean and neat.

Review Dress code: All Clothing should be well fitting: Shirts not too tight or too low cut.

All length of skirts in good taste.

The following are not permitted:

Mid drift shirts or sleeveless shirts (tube, halter or tank tops) ripped

Clothing that is torn or

T-shirts - "undergarment t-shirts"

Open toe, open heel shoes (flip

flops, sandals)

Facial Jewelry other than earrings

Day-Glo or pastel dyed hair is not permit-

ted
Wearing of cell phones or electronic devices

"Hoodies" - any shirt or sweater with

a hood.
Shorts, Leggings, jeggings and athletic pants (sweat, yoga, jogging)

Brands &

Logos are permitted on shirts; however they must be small

5 Anytime

BED BATH & BEYOND
Beyond any store of its kind.

REDACTED

Name of Candidate _____

Name of 1st Interviewer Jeri LindellDate 9/13/16

Please log all comments/answers on form

- Let's start by having you give me a brief overview of your work experience starting with your most recent position.

1) What are/were your main responsibilities as _____?

2) What is/was your work schedule like?

Hoken Machinery - PaperworkM-F 9-5pm

3) Why did you leave _____?

4) What do you like most about working in retail?

Helped customersManagementgood w/ customers

- All associates and managers are expected to approach customers who are actively shopping in our departments and offer service. In many cases it's not only the initial greeting, but asking qualifying questions in order to provide an answer that will allow them to purchase the ideal product.

Scenario: Tell me about any item that you own personally and like, and how would you convince me to buy it?

Sound System - Quality is Spectacular. Amelard - Samsung

- Our Bridal registry program is a very important part of our business. Our goal is for all associates to be capable and excited about registering and assisting our couples and their guests.

Scenario: A couple comes in to register with us. What types of things would you say to a new couple to display enthusiasm about their wedding and registering with us? (Anything which demonstrated that the associate would be able to engage the couple would be acceptable.)

Congrats

- 5) Our positions require our associates and managers to move about in a store; sometimes these movements are made quickly and repeatedly. If considered for a position with us, would you be able to perform the following functions:

(Leave time for a yes/no response for each and mark accordingly)

➤ Climb ladders up to 10' to replace and retrieve merchandise ☒ Yes ☐ No*➤ Lift up to 40 lbs. ☐ Yes ☒ No*➤ Push/pull up to 40 lbs. ☐ Yes ☒ No*➤ Stand for long periods of time. ☐ Yes ☒ No*➤ Maintenance; cleaning of the bathrooms, picking up paper on the selling floor, taking pride in our stores appearance. ☒ Yes ☐ No*

➤ If the answer is NO* to any question, ask "What would be needed to allow them to perform the functions?"

(List response):

Scenario: While you are on a ladder pulling down stock to merchandise your department you look over and see a customer who looks confused in the next aisle although they haven't asked for help. You then hear a page asking you to come to the office immediately. What do you do?

customer/page6) Are you able to work: Days ☐ Yes ☒ No Nights ☐ Yes ☒ No Weekends ☐ Yes ☒ No

7) Will you need any additional time off during the next 6 months? i.e. vacations planned already?

☐ Yes (list dates)☒ No

- All Associates and Managers are required to adhere to following dress code guidelines. Clothing should be appropriate for the workplace and be clean and neat.

Review Dress code: All Clothing should be well fitting: Shirts not too tight or too low cut. All length of skirts in good taste.

The following are not permitted:

Midriff shirts or sleeveless shirts (tube, halter or tank tops)

T-shirts- "undergarment t-shirts"

Facial Jewelry other than earrings

"Hoodies"- any shirt or sweater with a hood.

Brands & Logos are permitted on shirts; however they must be small

Clothing that is torn or ripped

Open toe, open heel shoes (flip flops, sandals)

Day-Glo or pastel dyed hair is not permitted

Shorts, Leggings, jeggings and athletic pants (sweat, yoga, jogging)

- ❖ For all candidates you are not going to hire, please be sure that we are being consistent with our closing message.

Interviewers should say the following: Thank You for interviewing with us. If we decide to go further with the interview process we will contact you.

REDACTED

SUN 4-11
MON 4-11
Tues 4-11
WED 4-11
THURS 4-11
FRI 4-11
SAT 4-11

BED BATH & BEYOND

Beyond only store of its kind

Name of Candidate:

Name of 1st Interviewer:

Date 9/13/16

Please don't fill out this form unless you are an interviewee

- Let's start by having you give me a brief overview of your work experience starting with your most recent position. Y

1) What are/were your main responsibilities as _____?

Spide instructor

2) What is/was your work schedule like?

Wed + Sat

3) Why did you leave?

Still working

4) What do you like most about working in retail?

Least work to do as a child
comfortable there

- All associates and managers are expected to approach customers who are actively shopping in our departments and offer service. In many cases it's not only the initial greeting, but asking qualifying questions in order to provide an answer that will allow them to purchase the ideal product.

Scenario: Tell me about any item that you own personally and like, and how would you convince me to buy it?

Jellon-Shoes - reliable / great quality.

- Our Bridal registry program is a very important part of our business. Our goal is for all associates to be capable and excited about registering and assisting our couples and their guests.

Scenario: A couple comes in to register with us. What types of things would you say to a new couple to display enthusiasm about their wedding and registering with us? (Anything which demonstrates that the associate would be able to engage the couple would be acceptable.)

Ohm you're looking for

- 5) Our positions require our associates and managers to move about in a store; sometimes these movements are made quickly and repeatedly. If considered for a position with us, would you be able to perform the following functions:

(Leave blank for a written response for each, and mark accordingly)

? Climb ladders up to 10' to replace and retrieve merchandise. ☒ Yes ☐ No

? Lift up to 40 lbs. ☒ Yes ☐ No

? Push/pull up to 40 lbs. ☒ Yes ☐ No

? Stand for long periods of time. ☒ Yes ☐ No

? Maintenance; cleaning of the bathrooms, picking up paper on the selling floor, taking pride in our stores appearance. ☒ Yes ☐ No

? If the answer is "NO" to any question, ask "What would be needed to allow them to perform the functions?"

(Just response)

Scenario: While you are on a ladder pulling down stock to merchandise your department you look over and see a customer who looks confused in the next aisle although they haven't asked for help. You then hear a page asking you to come to the office immediately. What do you do?

Help for customer then go to office

6) Are you able to work: Days ☒ Yes ☐ No Nights ☐ Yes ☒ No Weekends ☒ Yes ☐ No

7) Will you need any additional time off during the next 6 months? i.e. vacations planned already?

☒ Yes (not dates)

☒ No

- All Associates and Managers are required to adhere to following dress code guidelines. Clothing should be appropriate for the workplace and be clean and neat.

Review Dress code: All Clothing should be well fitting. Shirts not too tight or too low cut. All length of skirts in good taste.

The following are not permitted:

Mid shift shirts or sleeveless shirts (tube, halter or tank tops)

T-shirts "undergarment t-shirts"

Facial jewelry other than earrings

"Hoodies" - any shirt or sweater with a hood.

Hoodies & Leggings are permitted on shirts. However they must be in good condition.

Clothing that is torn or ripped

Open toe, open heel shoes (flip flops, sandals)

Day Gls or pastel dyed hair is not permitted

Shorts, leggings, joggings and athletic pants (sweat, yoga, jogging)

❖ For all candidates you are not going to hire, please be sure that we are being consistent with our closing message.

Interviewers should say the following:

Thank you for your time and we will be in touch with you regarding the next steps in the process.

EXHIBIT 11

2017-10-25 14:12

0105 5163653970 -- 1910728913

P. 8/35

REDACTED

Name of Candidate _____

Name of Interviewer John Hove

Let's start by having you give me a brief overview of your work experience starting with your most recent position.

- 1) What are/were your main responsibilities as customer service.
- 2) What is/was your work schedule like? (for PT positions explain we schedule 1 to 3 shifts) Day & Night
- 3) Why did you leave moved back to NY
- 4) What do you like most about working in retail? interacting with customers
Least?

5) All associates and managers are expected to approach customers who are actively shopping in our departments and offer service. In many cases it's not only the initial greeting, but asking qualifying questions in order to provide an answer that will allow them to purchase the ideal product.

Always help the customer, customers we cannot find

Scenario: Tell me about any item that you own personally and like, and how would you convince me to buy it?

6) Our Bridal registry program is a very important part of our business. Our goal is for all associates to be capable and excited about registering and assisting our couples and their guests.

what to get into registry

Scenario: A couple comes in to register with us. What types of things would you say to a new couple to display enthusiasm about their wedding and registering with us? Anything which demonstrates that the associate would be able to engage the couple would be acceptable.

- 7) Our positions require our associates and managers to:
 - *climb ladders to replace and retrieve merchandise.
 - *lift up to 40 lbs.
 - *stand for long periods of time.
 - *Maintenance: cleaning of the bathrooms, picking up paper on the selling floor, taking pride in our stores appearance
- If considered for a position with us would you be able to perform this function? (leave time for a yes/no response for each)
- ** If the answer is NO, ask what would be needed to allow them to perform the functions?

8) **Scenario** -while you are on a ladder pulling down stock to merchandise your department you look over and see a customer who looks confused in the next aisle although they haven't asked for help. You then hear a page asking you to come to the office immediately. What do you do?

9) Are you able to work nights? Weekends? (leave time for a yes/no response)
If you were to be hired, would you need any additional time off for vacations that have already been planned?

- 10) Review Dress code : All shirts should be well fitting - not too tight or too low cut
 - * "Leggings" and "Hoodies" are not permitted. Hoodies pertain to any shirt or sweater with a hood.
 - * T-shirts-"undergarment t-shirts" are not permitted.
 - * Brands and Logos are permitted on shirts, however they must be small in size.
 - * No mid drift shirts
 - * No open toe or open heel shoes
 - * No Shorts or Sleeveless shirts
 - * Facial Jewelry other than earrings is not permitted
 - * Length of skirts in good taste
 - * Day-Glo or pastel dyed hair is not permitted
 - * No wearing of cell phones or electronic devices is permitted

For all candidates you are not going to hire, please be sure that we are being consistent with our closing message.
Interviewers should say the following: "Thank you for interviewing with us. If we decide to go further with the interview process we will contact you."

2017-10-25 14:13

0105 5163653970 -- 1916726813

P. 9/35

REDACTED

Name of Candidate _____

Name of Interviewer Wendy LeBlanc

Let's start by having you give me a brief overview of your work experience starting with your most recent position.

- 1) What are/were your main responsibilities as working with patients in cashier
- 2) What is/was your work schedule like? (for PT positions explain we schedule 1 to 3 shifts) Mornings and nights
- 3) Why did you leave from here

4) What do you like most about working in retail? interacting with people

Least?

Not

5) All associates and managers are expected to approach customers who are actively shopping in our departments and offer service. In many cases it's not only the initial greeting, but asking qualifying questions in order to provide an answer that will allow them to purchase the ideal product.

Scenario: Tell me about any item that you own personally and like, and how would you convince me to buy it? Wine

6) Our Bridal registry program is a very important part of our business. Our goal is for all associates to be capable and excited about registering and assisting our couples and their guests. helping people with their registry

Scenario: A couple comes in to register with us. What types of things would you say to a new couple to display enthusiasm about their wedding and registering with us? Anything which demonstrates that the associate would be able to engage the couple would be acceptable.

7) Our positions require our associates and managers to

*climb ladders to replace and retrieve merchandise

*lift up to 40 lbs.

*stand for long periods of time.

*Maintenance; cleaning of the bathroom, picking up paper on the selling floor, taking pride in our stores appearance

If considered for a position with us would you be able to perform this function? (leave time for a yes/no response for each)

** If the answer is NO, ask what would be needed to allow them to perform the functions?

8) **Scenario** -while you are on a ladder pulling down stock to merchandise your department you look over and see a customer who looks confused in the next aisle although they haven't asked for help. You then hear a page asking you to come to the office immediately. What do you do?

help the customer and tell the manager you are with a customer

9) Are you able to work nights? Weekends? (leave time for a yes/no response) Yes

If you were to be hired, would you need any additional time off for vacations that have already been planned?

10) Review Dress code : All shirts should be well fitting - not too tight or too low cut

- "Leggings" and "Hoodies" are not permitted, Hoodies pertain to any shirt or sweater with a hood.
- T-shirts-"undergarment t-shirts" are not permitted.
- Brands and Logos are permitted on shirts, however they must be small in size.
- No mid drift shirts
- No open toe or open heel shoes
- No Shorts or Sleeveless shirts
- Facial Jewelry other than earrings is not permitted
- Length of skirts in good taste
- Day-Glo or pastel dyed hair is not permitted
- No wearing of cell phones or electronic devices is permitted

For all candidates you are not going to hire, please be sure that we are being consistent with our closing message. Interviewers should say the following: "Thank you for interviewing with us. If we decide to go further with the interview process we will contact you."

2017-10-25 14:13

0105 5163653970 -- 1316720819

REDACTED

Name of Candidate _____

Name of Interviewer Denial Blue

Let's start by having you give me a brief overview of your work experience starting with your most recent position.

- 1) What are/were your main responsibilities as Freight Driver
- 2) What is/was your work schedule like? (for PT positions explain we schedule 1 to 3 shifts) Mornings/afternoons
- 3) Why did you leave company went out of business
- 4) What do you like most about working in retail? interacting with customers
Least? Route customers
- 5) All associates and managers are expected to approach customers who are actively shopping in our departments and offer service. In many cases it's not only the initial greeting, but asking qualifying questions in order to provide an answer that will allow them to purchase the ideal product.

Scenario: Tell me about any item that you own personally and like, and how would you convince me to buy it? ✓

6) Our Bridal registry program is a very important part of our business. Our goal is for all associates to be capable and excited about registering and assisting our couples and their guests.

Scenario: A couple comes in to register with us. What types of things would you say to a new couple to display enthusiasm about their wedding and registering with us? Anything which demonstrates that the associate would be able to engage the couple would be acceptable. ✓

- 7) Our positions require our associates and managers to
 - *climb ladders to replace and retrieve merchandise ✓
 - *lift up to 40 lbs. ✓
 - *stand for long periods of time. ✓
 - *Maintenance; cleaning of the bathrooms, picking up paper on the selling floor, taking pride in our stores appearance
 If considered for a position with us would you be able to perform this function? (leave time for a yes/no response for each)

** If the answer is NO, ask what would be needed to allow them to perform the functions?

8) **Scenario** -while you are on a ladder pulling down stock to merchandise your department you look over and see a customer who looks confused in the next aisle although they haven't asked for help. You then hear a page asking you to come to the office immediately. What do you do? Always help the customer first

9) Are you able to work nights? Weekends? (leave time for a yes/no response)

If you were to be hired, would you need any additional time off for vacations that have already been planned? NO

10) Review Dress code : All shirts should be well fitting - not to tight or too low cut

- "Leggings" and "Hoodies" are not permitted. Hoodies pertain to any shirt or sweater with a hood.
- T-shirts-"undergarment t-shirts" are not permitted.
- Brands and Logos are permitted on shirts, however they must be small in size.
- No mid drift shirts
- No open toe or open heel shoes
- No Shorts or Sleeveless shirts
- Facial Jewelry other than earrings is not permitted
- Length of skirts in good taste
- Day-Glo or pastel dyed hair is not permitted
- No wearing of cell phones or electronic devices is permitted

For all candidates you are not going to hire, please be sure that we are being consistent with our closing message. Interviewers should say the following: "Thank you for interviewing with us. If we decide to go further with the interview process we will contact you."

REDACTED

Name of Candidate _____

Name of Interviewer Daniel KehoeLet's start by having you give me a brief overview of your work experience starting with your most recent position. *(A. Verbal skills - 100)*

- 1) What are/were your main responsibilities as ? cashier
- 2) What is/was your work schedule like? (for PT positions explain we schedule 1 to 3 shifts) Mornings/Weekends
- 3) Why did you leave ? Seasonal
- 4) What do you like most about working in retail? Helping customers
Least? nothing

5) All associates and managers are expected to approach customers who are actively shopping in our departments and offer service. In many cases it's not only the initial greeting, but asking qualifying questions in order to provide an answer that will allow them to purchase the ideal product.

Scenario: Tell me about any item that you own personally and like, and how would you convince me to buy it?

6) Our Bridal registry program is a very important part of our business. Our goal is for all associates to be capable and excited about registering and assisting our couples and their guests.

Scenario: A couple comes in to register with us. What types of things would you say to a new couple to display enthusiasm about their wedding and registering with us? Anything which demonstrates that the associate would be able to engage the couple would be acceptable.

- 7) Our positions require our associates and managers to
- *climb ladders to replace and retrieve merchandise. ✓
 - *lift up to 40 lbs. ✓
 - *stand for long periods of time. ✓
 - *Maintenance; cleaning of the bathrooms, picking up paper on the selling floor, taking pride in our stores appearance ✓
- If considered for a position with us would you be able to perform this function? (leave time for a yes/no response for each)
- ** If the answer is NO, ask what would be needed to allow them to perform the functions?

8) **Scenario** -while you are on a ladder pulling down stock to merchandise your department you look over and see a customer who looks confused in the next aisle although they haven't asked for help. You then hear a page asking you to come to the office immediately. What do you do?

9) Are you able to work nights? Weekends? (leave time for a yes/no response) Mornings and nights
If you were to be hired, would you need any additional time off for vacations that have already been planned?

10) Review Dress code : All shirts should be well fitting - not too tight or too low cut

- "Leggings" and "Hoodies" are not permitted. Hoodies pertain to any shirt or sweater with a hood.
- T-shirts-"undergarment t-shirts" are not permitted.
- Brands and Logos are permitted on shirts, however they must be small in size.
- No mid dirl shirts
- No open toe or open heel shoes
- No Shorts or Sleeveless shirts
- Facial Jewelry other than earrings is not permitted
- Length of skirts in good taste
- Day-Glo or pastel dyed hair is not permitted
- No wearing of cell phones or electronic devices is permitted

For all candidates you are not going to hire, please be sure that we are being consistent with our closing message. Interviewers should say the following: "Thank you for interviewing with us. If we decide to go further with the interview process we will contact you."

REDACTED

Name of Candidate _____

Name of Interviewer Don Kehoe

Let's start by having you give me a brief overview of your work experience starting with your most recent position.

- 1) What are/were your main responsibilities as registering, pricing, stocking
- 2) What is/was your work schedule like? (for PT positions explain we schedule 1 to 3 shifts) mornings/night
- 3) Why did you leave school

4) What do you like most about working in retail?

Least? interacting with people

5) All associates and managers are expected to approach customers who are actively shopping in our departments and offer service. In many cases it's not only the initial greeting, but asking qualifying questions in order to provide an answer that will allow them to purchase the ideal product.

Scenario: Tell me about any item that you own personally and like, and how would you convince me to buy it?

Tablet
6) Our Bridal registry program is a very important part of our business. Our goal is for all associates to be capable and excited about registering and assisting our couples and their guests.

Understand the registry program
Scenario: A couple comes in to register with us. What types of things would you say to a new couple to display enthusiasm about their wedding and registering with us? Anything which demonstrates that the associate would be able to engage the couple would be acceptable.

- 7) Our positions require our associates and managers to
- *climb ladders to replace and retrieve merchandise. ✓
 - *lift up to 40 lbs. ✓
 - *stand for long periods of time. ✓
 - *Maintenance; cleaning of the bathrooms, picking up paper on the selling floor, taking pride in our stores appearance ✓

If considered for a position with us would you be able to perform this function? (leave time for a yes/no response for each)

** If the answer is NO, ask what would be needed to allow them to perform the functions?

8) **Scenario** --while you are on a ladder pulling down stock to merchandise your department you look over and see a customer who looks confused in the next aisle although they haven't asked for help. You then hear a page asking you to come to the office immediately. What do you do? help the customer, tell you on the radio that you are with a customer

9) Are you able to work nights? Weekends? (leave time for a yes/no response)

If you were to be hired, would you need any additional time off for vacations that have already been planned? no

10) Review Dress code : All shirts should be well fitting - not to tight or too low cut

- "Leggings" and "Hoodies" are not permitted. Hoodies pertain to any shirt or sweater with a hood.
- T-shirts-"undergarment t-shirts" are not permitted.
- Brands and Logos are permitted on shirts, however they must be small in size.
- No mid drift shirts
- No open toe or open heel shoes
- No Shorts or Sleeveless shirts
- Facial Jewelry other than earrings is not permitted
- Length of skirts in good taste
- Day-Glo or pastel dyed hair is not permitted
- No wearing of cell phones or electronic devices is permitted

For all candidates you are not going to hire, please be sure that we are being consistent with our closing message. Interviewers should say the following: "Thank you for interviewing with us. If we decide to go further with the interview process we will contact you."

EXHIBIT 12

AN EQUAL OPPORTUNITY EMPLOYER
It is the policy of Best Bath & Beyond to recruit, hire, train, promote, transfer, compensate, and provide all other conditions of employment including Company sponsored events without regard to race, color, creed, religion, national origin, age, sex, marital status, lawful alien status, sexual orientation, physical or mental disability, citizenship status, veteran status, or any other basis prohibited by law.

SEB 170 (R 3/10)

OCT-27-2017 03:52PM FROM-

T-248 P 001/003 F-521

BED BATH & BEYOND®
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Christmas Tree Shops®

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AN EQUAL OPPORTUNITY EMPLOYER
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Please complete all requested information. Use ink and print.

GENERAL INFORMATION		POSITION DESIRED:	
TODAY'S DATE: <u>12/14/12</u>	DATE AVAILABLE FOR WORK:	SALARY DESIRED:	
NAME: <u>LE</u> REDACTED	LE	FULL TIME <input type="checkbox"/> 35+ HRS PER WK PART TIME <input checked="" type="checkbox"/> LESS THAN 35 HRS	
AGE (IF YOU ARE UNDER 18 YOU MAY HAVE TO PROVIDE A WORK PERMIT BEFORE STARTING WORK)		ARE YOU AT LEAST 18 YRS OLD? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
CITY: <u>11</u> REDACTED	STATE: ZIP: <u>11</u>	ARE YOU AT LEAST 16 YRS OLD? <input type="checkbox"/> YES <input type="checkbox"/> NO	
TELEPHONE (PRIMARY):	TELEPHONE (SECONDARY):	PLEASE INDICATE THE HOURS (BOTH DAY AND EVENING) YOU ARE AVAILABLE TO WORK:	
IF YOU HAVE WORKED FOR ANY OF OUR COMPANIES BEFORE, STATE WHERE, WHEN, FINAL POSITION AND REASON FOR LEAVING (BB&B, Christmas Tree Shops, Harmon &/or buybuy Baby):		SUN <u>Anytime</u> MON <u>After 4:30</u> TUES <u>After 4:30</u> WED <u>After 4:30</u> THURS <u>After 4:30</u> FRI <u>After 4:30</u> SAT <u>Anytime</u>	
HAVE YOU EVER APPLIED TO ANY OF OUR COMPANIES BEFORE (BB&B, Christmas Tree Shops, Harmon &/or buybuy Baby)? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, WHERE)		NOTE: ALTHOUGH EVERY EFFORT TO ACCOMMODATE INDIVIDUAL PREFERENCES WILL BE MADE, BUSINESS NEEDS MAY REQUIRE ANY OR ALL OF THE FOLLOWING: EXTENSION OF HOURS, A ROTATING WORK SCHEDULE, SATURDAY AND/OR SUNDAY HOURS, OVERTIME	
APPLICANTS IN HI, MA AND PHILADELPHIA, PA SHOULD NOT RESPOND: HAVE YOU BEEN CONVICTED OF A FELONY? (NOTE: DO NOT ANSWER "YES" OR PROVIDE ANY INFORMATION REGARDING THE FOLLOWING: (A) ARRESTS THAT DID NOT LEAD TO A CONVICTION, (B) CONVICTIONS THAT HAVE BEEN SEALED, EXPUNGED, DISMISSED, OR OTHERWISE ENACTED BY STATUTE OR COURT ORDER, INCLUDING SEALED OR EXPUNGED JUVENILE CONVICTIONS) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		DO YOU HAVE ANY RELATIVES EMPLOYED BY OUR COMPANY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, IDENTIFY BY NAME AND LOCATION TO AVOID WORK ASSIGNMENT CONFLICTS.	

WORK EXPERIENCE		WORK EXPERIENCE	
EMPLOYER #1 <u>Turning Stone Casino</u>	EMPLOYER #2 <u>Salon Aida</u>	EMPLOYER #3 <u>Victoria's Pizzeria</u>	EMPLOYER #4 <u>Excellis</u>
ADDRESS: STREET: <u>Verona, NY</u> CITY: <u>Verona</u> STATE: <u>NY</u> ZIP: <u>12143</u>	ADDRESS: STREET: <u>Commercial drive</u> CITY: <u>New Hartford</u> STATE: <u>NY</u> ZIP: <u>13413</u>	ADDRESS: STREET: <u>933 South St</u> CITY: <u>Utica</u> STATE: <u>NY</u> ZIP: <u>13501</u>	ADDRESS: STREET: <u>Utica Business park</u> CITY: <u>Utica</u> STATE: <u>NY</u> ZIP: <u>13501</u>
PHONE: <u>REDACTED</u> TITLE: <u>REDACTED</u>	PHONE: <u>315-404-0998</u> TITLE: <u>REDACTED</u>	PHONE: <u>315-725-2137</u> TITLE: <u>REDACTED</u>	PHONE: <u>315-REDACTED</u> TITLE: <u>REDACTED</u>
POSITION: <u>Cashier</u> FINAL SALARY: <u>\$7.25</u> REASON FOR LEAVING: <u>Family business</u>	POSITION: <u>Receptionist</u> FINAL SALARY: <u>\$7.25</u> REASON FOR LEAVING: <u>Family business opened</u>	POSITION: <u>Manager</u> FINAL SALARY: <u>\$8.25</u> REASON FOR LEAVING: <u>closed</u>	POSITION: <u>Temp Data entry</u> FINAL SALARY: <u>\$11.00</u> REASON FOR LEAVING: <u>Temp</u>
DATES OF EMPLOYMENT: FROM: <u>3/2011</u> TO: <u>11/2011</u>	DATES OF EMPLOYMENT: FROM: <u>03/2009</u> TO: <u>11/2011</u>	DATES OF EMPLOYMENT: FROM: <u>11/2011</u> TO: <u>07/2012</u>	DATES OF EMPLOYMENT: FROM: <u>9/1/2012</u> TO: <u>current</u>

PROFESSIONAL REFERENCES LIST PERSONS FAMILIAR WITH YOUR WORK ABILITY. EXCLUDE RELATIVES.			
NAME: <u>REDACTED</u>	PHONE NUMBER: <u>REDACTED</u>	HOW ACQUAINTED: <u>Salon Aida / Manager</u>	HOW LONG: <u>2 1/2 yrs</u>
NAME: <u>REDACTED</u>	PHONE NUMBER: <u>REDACTED</u>	HOW ACQUAINTED: <u>Parkway Drugs / Manager</u>	HOW LONG: <u>2 yrs</u>
NAME: <u>REDACTED</u>	PHONE NUMBER: <u>REDACTED</u>	HOW ACQUAINTED: <u>Friend</u>	HOW LONG: <u>11 yrs</u>
NAME: <u>REDACTED</u>	PHONE NUMBER: <u>REDACTED</u>	HOW ACQUAINTED: <u>Manager</u>	HOW LONG: <u>2 yrs</u>

PLEASE COMPLETE REMAINDER OF APPLICATION ON REVERSE SIDE.

DO NOT WRITE BELOW THIS LINE.

(HIRING PERSONNEL: COMPLETE THIS SECTION ONLY AFTER AN OFFER OF EMPLOYMENT IS MADE.)			
JOB TITLE: <u>Sales Associate</u>	T. (TEMP) <input type="checkbox"/> OR <input checked="" type="checkbox"/> (REG)	FT OR <input checked="" type="checkbox"/> PT	STORE # <u>54</u>
DATE OF BIRTH: <u>04/26/91</u>	COURT OR COEFF. MGR. OR SALARIED (PAV TYPE: CIRCLE ONE)	RATE (ONLY IF HOURLY): <u>8.00</u> PER HOUR	MALE OR <input checked="" type="checkbox"/> FEMALE
RACE (CIRCLE ONE) <input checked="" type="checkbox"/> WHITE <input type="checkbox"/> BLACK <input type="checkbox"/> HISPANIC/LATINO <input type="checkbox"/> ASIAN <input type="checkbox"/> AMERICAN INDIAN/ALASKA NATIVE <input type="checkbox"/> NATIVE HAWAIIAN/PACIFIC ISLANDER <input type="checkbox"/> TWO OR MORE RACES (NONE OF WHICH ARE HISPANIC OR LATINO)		SOCIAL SECURITY NUMBER: <u>REDACTED</u>	
SIGNATURE OF HIRING INDIVIDUAL: <u>[Signature]</u>			

OCT-27-2017 03:56PM FROM-

T-249 P 001/003 F-522

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AN EQUAL OPPORTUNITY EMPLOYER
It is the policy of Bed Bath & Beyond to recruit, hire, train, promote, transfer, compensate, and provide all other conditions of employment including Company sponsored events without regard to race, color, creed, religion, national origin, age, sex, marital status, lawful alien status, sexual orientation, physical or mental disability, citizenship status, veteran status, or any other basis prohibited by law.

Please complete all requested information. Use ink and print.

GENERAL INFORMATION		POSITION DESIRED:	
TODAY'S DATE: <u>10/17/2012</u>	DATE AVAILABLE FOR WORK: <u>Any</u>	SALARY DESIRED: <u>min wage</u>	
REDACTED		FULL TIME <u>35+ HRS PER WK</u> PART TIME <u>LESS THAN 35 HRS</u>	
REDACTED		AGE IF YOU ARE UNDER 18 YOU MAY HAVE TO PROVIDE A WORK PERMIT BEFORE STARTING WORK	
REDACTED		ARE YOU AT LEAST 18 YRS OLD? <u>YES</u> <u>NO</u>	
REDACTED		ARE YOU AT LEAST 16 YRS OLD? <u>YES</u> <u>NO</u>	
IF YOU HAVE WORKED FOR ANY OF OUR COMPANIES BEFORE, STATE WHERE, WHEN, FINAL POSITION AND REASON FOR LEAVING (BB&B, Christmas Tree Shops, Harmon &/or buybuy Baby)		PLEASE INDICATE THE HOURS (BOTH DAY AND EVENING) YOU ARE AVAILABLE TO WORK:	
		SUN <u>Any</u> MON <u>Any</u> TUES <u>Any</u> WED <u>Any</u>	
		THURS <u>Any</u> FR <u>Any</u> SAT <u>Any</u>	
HAVE YOU EVER APPLIED TO ANY OF OUR COMPANIES BEFORE (BB&B, Christmas Tree Shops, Harmon &/or buybuy Baby)? <u>YES</u> <u>NO</u> (IF YES, WHERE)		NOTE: ALTHOUGH EVERY EFFORT TO ACCOMMODATE INDIVIDUAL PREFERENCES WILL BE MADE, BUSINESS NEEDS MAY REQUIRE ANY OR ALL OF THE FOLLOWING: EXTENSION OF HOURS, A ROTATING WORK SCHEDULE, SATURDAY AND/OR SUNDAY HOURS, OVERTIME.	
APPLICANTS IN FL, MA AND PHILADELPHIA, PA SHOULD NOT RESPOND: HAVE YOU BEEN CONVICTED OF A FELONY? (NOTE: DO NOT ANSWER "YES" OR PROVIDE ANY INFORMATION REGARDING THE FOLLOWING: (A) ARRESTS THAT DID NOT LEAD TO A CONVICTION, (B) CONVICTIONS THAT HAVE BEEN SEALED, EXPUNGED, DISMISSED, OR OTHERWISE ERASED BY STATUTE OR COURT ORDER, INCLUDING SEALED OR EXPUNGED JUVENILE CONVICTIONS) <u>YES</u> <u>NO</u>		DO YOU HAVE ANY RELATIVES EMPLOYED BY OUR COMPANY? <u>YES</u> <u>NO</u> IF YES, IDENTIFY BY NAME AND LOCATION TO AVOID WORK ASSIGNMENT CONFLICTS:	

WORK EXPERIENCE (START WITH CURRENT EMPLOYER AND CONTINUE WITH FORMER EMPLOYERS)			
EMPLOYER #1		EMPLOYER #2	
Rite Aid Pharmacy Plaza		New 2 you consignments Plaza	
ADDRESS	STREET CITY STATE ZIP	ADDRESS	STREET CITY STATE ZIP
PHONE	SUPERVISOR TITLE	PHONE	SUPERVISOR TITLE
POSITION: <u>Cashier</u>	FINAL SALARY: <u>7.50</u>	POSITION: <u>Cashier</u>	FINAL SALARY: <u>7.50</u>
REASON FOR LEAVING: <u>NO HOURS</u>		REASON FOR LEAVING: <u>NO HOURS, closing</u>	
DATES OF EMPLOYMENT: FROM: <u>Nov 2010</u> TO: <u>June 2012</u>		DATES OF EMPLOYMENT: FROM: <u>Jan 2012</u> TO: <u>Jan 2012</u>	
EMPLOYER #3		EMPLOYER #4	
Dunkin Donuts		Tina's Bar & Grill	
ADDRESS	STREET CITY STATE ZIP	ADDRESS	STREET CITY STATE ZIP
PHONE	SUPERVISOR TITLE	PHONE	SUPERVISOR TITLE
POSITION: <u>Cashier/coffee maker</u>	FINAL SALARY: <u>7.50</u>	POSITION: <u>waitress</u>	FINAL SALARY: <u>8.50 + tips</u>
REASON FOR LEAVING:		REASON FOR LEAVING:	
DATES OF EMPLOYMENT: FROM: TO:		DATES OF EMPLOYMENT: FROM: TO:	

PROFESSIONAL REFERENCES (LIST PERSONS FAMILIAR WITH YOUR WORK ABILITY (EXCLUDE RELATIVES))			
REDACTED	REDACTED	HOW ACQUAINTED: <u>Long time friend</u>	HOW LONG: <u>5 years</u>
REDACTED	REDACTED	HOW ACQUAINTED: <u>Long time friend</u>	HOW LONG: <u>3 years</u>
NAME: <u>Theresa B</u>	PHONE NUMBER: <u>REDACTED</u>	HOW ACQUAINTED: <u>former employer</u>	HOW LONG: <u>1 year</u>

PLEASE COMPLETE REMAINDER OF APPLICATION ON REVERSE SIDE.

DO NOT WRITE BELOW THIS LINE.

(HIRING PERSONNEL: COMPLETE THIS SECTION ONLY AFTER AN OFFER OF EMPLOYMENT IS MADE)							
JOB TITLE: <u>Sales Associate</u>	T (TEMP) OR <u>R (REG.)</u>	FT OR <u>PT</u>	STORE: <u>51</u>	MALE OR <u>FEMALE</u>	START DATE: <u>11/1/12</u>		
DATE OF BIRTH: <u>9/21/92</u>	HOURLY OR COFF. MGR. OR SALARIED (PAY TYPE: CIRCLE ONE)	RATE (ONLY IF HOURLY): <u>8.50</u>	PER HOUR	NEXT REVIEW DATE: <u>7/18/13</u>			
RACE (CIRCLE ONE) WHITE • BLACK • HISPANIC/LATINO • ASIAN • AMERICAN INDIAN/ALASKA NATIVE • NATIVE HAWAIIAN/PACIFIC ISLANDER • TWO OR MORE RACES (NONE OF WHICH ARE HISPANIC OR LATINO)					SOCIAL SECURITY NUMBER: <u>REDACTED</u>		
SIGNATURE OF HIRING INDIVIDUAL: <u>[Signature]</u>							

OCT-25-2017 03:47PM FROM-

T-242 P.003/004 F-515

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AN EQUAL OPPORTUNITY EMPLOYER
It is the policy of Bed Bath & Beyond to recruit, hire, train, promote, transfer, compensate, and provide all other conditions of employment including Company sponsored events without regard to race, color, creed, religion, national origin, age, sex, marital status, lawful alien status, sexual orientation, physical or mental disability, citizenship status, veteran status, or any other basis prohibited by law.

Please complete all requested information. Use ink and print.

TODAY'S DATE 8/25/12		DATE AVAILABLE FOR WORK ASAP		POSITION DESIRED: Register - stock		SALARY DESIRED: minimum wage	
NAME REDACTED		FULL TIME <input type="checkbox"/> 35+ HRS PER WK PART TIME <input checked="" type="checkbox"/> LESS THAN 35 HRS		AGE (IF YOU ARE UNDER 18 YOU MAY HAVE TO PROVIDE A WORK PERMIT BEFORE STARTING WORK)			
STREET ADDRESS REDACTED		STATE NY ZIP 13413		ARE YOU AT LEAST 18 YRS OLD? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
TELEPHONE REDACTED		TELEPHONE (SECONDARY):		ARE YOU AT LEAST 16 YRS OLD? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF YOU HAVE WORKED FOR ANY OF OUR COMPANIES BEFORE, STATE WHERE, WHEN, FINAL POSITION AND REASON FOR LEAVING (BB&B, Christmas Tree Shops, Harmon &/or buybuy Baby)				PLEASE INDICATE THE HOURS (BOTH DAY AND EVENING) YOU ARE AVAILABLE TO WORK: SUN ANY SHIFT MON 4pm-10pm TUES 4pm-10pm WED 4pm-10pm THURS 4pm-10pm FRI 4pm-10pm SAT ANY SHIFT			
HAVE YOU EVER APPLIED TO ANY OF OUR COMPANIES BEFORE (BB&B, Christmas Tree Shops, Harmon &/or buybuy Baby)? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, WHERE)				NOTE: ALTHOUGH EVERY EFFORT TO ACCOMMODATE INDIVIDUAL PREFERENCES WILL BE MADE, BUSINESS NEEDS MAY REQUIRE ANY OR ALL OF THE FOLLOWING: EXTENSION OF HOURS, A ROTATING WORK SCHEDULE, SATURDAY AND/OR SUNDAY HOURS, OVERTIME. I'm available for all holidays			
APPLICANTS IN NJ, MA AND PHILADELPHIA, PA SHOULD NOT RESPOND. HAVE YOU BEEN CONVICTED OF A FELONY? (NOTE: DO NOT ANSWER YES OR PROVIDE ANY INFORMATION REGARDING THE FOLLOWING: (A) ARRESTS THAT DID NOT LEAD TO A CONVICTION; (B) CONVICTIONS THAT HAVE BEEN SEALED, EXPUNGED, DISMISSED, OR OTHERWISE ERADICATED BY STATUTE OR COURT ORDER, INCLUDING SEALED OR EXPUNGED JUVENILE CONVICTIONS) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				DO YOU HAVE ANY RELATIVES EMPLOYED BY OUR COMPANY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, IDENTIFY BY NAME AND LOCATION TO AVOID WORK ASSIGNMENT CONFLICTS:			

EMPLOYER #1 (DTA) Developmental Therapy Associates				EMPLOYER #2 McDonald's Corporation			
ADDRESS PO Box 381		CITY New Hartford		ADDRESS 3918 Oneida St		CITY Washington Mills	
PHONE 315-132-6911		SUPERVISOR REDACTED		PHONE 737-8970		SUPERVISOR shift managers + store manager	
POSITION OT assistant		TITLE MS PT		POSITION register		TITLE min. wage	
DATES OF EMPLOYMENT: FROM: 10/1005 TO: current		REASON FOR LEAVING still employed		DATES OF EMPLOYMENT: FROM: 2005 TO: 2005		REASON FOR LEAVING full time job at DTA	
EMPLOYER #3 Hallmark Nursing Center				EMPLOYER #4 White's Farm Supply			
ADDRESS 217 East Ave		CITY Minna		ADDRESS 2112 Box 1011		CITY Waterville	
PHONE 656-7277		SUPERVISOR Theresa Blumberg		PHONE 841-4181		SUPERVISOR REDACTED	
POSITION OT assistant		TITLE Administrator		POSITION sales assistant		TITLE Store Manager	
DATES OF EMPLOYMENT: FROM: 4/1999 TO: 2/2003		REASON FOR LEAVING company changed to contract service for therapies		DATES OF EMPLOYMENT: FROM: 1996 TO: 1997		REASON FOR LEAVING birth of my son	

NAME REDACTED		PHONE NUMBER REDACTED		HOW ACQUAINTED co-worker		HOW LONG 6 years	
NAME REDACTED		PHONE NUMBER REDACTED		HOW ACQUAINTED co-worker		HOW LONG 6 years	
NAME REDACTED		PHONE NUMBER REDACTED		HOW ACQUAINTED co-worker		HOW LONG 4 years	
NAME REDACTED		PHONE NUMBER REDACTED		HOW ACQUAINTED co-worker		HOW LONG 2 years in same building	

PLEASE COMPLETE REMAINDER OF APPLICATION ON REVERSE SIDE.

DO NOT WRITE BELOW THIS LINE.

EMPLOYER'S OFFER OF EMPLOYMENT (IF OFFERED AFTER AN OFFER OF EMPLOYMENT IS MADE)		T (TEMP) OR R (REG)		FT OR PT		STORE #		MALE OR FEMALE		START DATE	
11/1/11		<input checked="" type="checkbox"/> R		<input checked="" type="checkbox"/> FT		511		<input checked="" type="checkbox"/> F		9/6/12	
(HOURLY OR COEFF. MGR. OR SALARIED (PAY TYPE: CIRCLE ONE))		RATE (ONLY IF HOURLY):		PER HOUR		NEXT REVIEW DATE					
8.00		8.00				7/6/13					
SOCIAL SECURITY NUMBER REDACTED											
ETHNICITY: HISPANIC/LATINO • ASIAN • AMERICAN INDIAN/ALASKA NATIVE • PACIFIC ISLANDER • TWO OR MORE RACES (NONE OF WHICH ARE HISPANIC OR LATINO)											

OCT-27-2017 03:49PM FROM-

T-247 P.005/008 F-520

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FACE VALUES™

Christmas Tree Shops

buybuy BABY

AN EQUAL OPPORTUNITY EMPLOYER
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Please complete all requested information. Use ink and print.

TODAY'S DATE 10/17/12		DATE AVAILABLE FOR WORK: ASAP	POSITION DESIRED:	SALARY DESIRED:
NAME: LAST REDACTED		FULL TIME <input type="checkbox"/> 35+ HRS PER WK PART TIME <input checked="" type="checkbox"/> LESS THAN 35 HRS		
STREET REDACTED		AGE IF YOU ARE UNDER 18 YOU MAY HAVE TO PROVIDE A WORK PERMIT BEFORE STARTING WORK		
CITY REDACTED		ARE YOU AT LEAST 18 YRS OLD? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
STATE REDACTED		ARE YOU AT LEAST 16 YRS OLD? <input type="checkbox"/> YES <input type="checkbox"/> NO		
TELEPHONE (SECONDARY):		PLEASE INDICATE THE HOURS (BOTH DAY AND EVENING) YOU ARE AVAILABLE TO WORK:		
IF YOU HAVE WORKED FOR ANY OF OUR COMPANIES BEFORE, STATE WHERE, WHEN, FINAL POSITION AND REASON FOR LEAVING (BB&B, Christmas Tree Shops, Harmon &/or buybuy Baby):		SUN All Day MON After 4pm TUES After 3pm WED After 4pm		
		THURS After 3pm FRI After 4pm SAT All Day		
HAVE YOU EVER APPLIED TO ANY OF OUR COMPANIES BEFORE (BB&B, Christmas Tree Shops, Harmon &/or buybuy Baby)? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, WHERE)		NOTE: ALTHOUGH EVERY EFFORT TO ACCOMMODATE INDIVIDUAL PREFERENCES WILL BE MADE, BUSINESS NEEDS MAY REQUIRE ANY OR ALL OF THE FOLLOWING: EXTENSION OF HOURS, A ROTATING WORK SCHEDULE, SATURDAY AND/OR SUNDAY HOURS, OVERTIME.		
APPLICANTS IN NJ, MA AND PHILADELPHIA, PA SHOULD NOT RESPOND. HAVE YOU BEEN CONVICTED OF A FELONY? (NOTE: DO NOT ANSWER "YES" OR PROVIDE ANY INFORMATION REGARDING THE FOLLOWING: (A) ARRESTS THAT DID NOT LEAD TO A CONVICTION, (B) CONVICTIONS THAT HAVE BEEN SEALED, EXPUNGED, DISMISSED, OR OTHERWISE ERADICATED BY STATUTE OR COURT ORDER, INCLUDING SEALED OR EXPUNGED JUVENILE CONVICTIONS) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		DO YOU HAVE ANY RELATIVES EMPLOYED BY OUR COMPANY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, IDENTIFY BY NAME AND LOCATION TO AVOID WORK ASSIGNMENT CONFLICTS:		

EMPLOYER #1 Liz Berry					EMPLOYER #2 Lindy Tompkins				
ADDRESS	STREET	CITY	STATE	ZIP	ADDRESS	STREET	CITY	STATE	ZIP
6841	Collamer Road	East Syracuse	NY	13057	East Syracuse	Syracuse	NY	13057	
PHONE	SUPERVISOR	TITLE	POSITION	FINAL SALARY	PHONE	SUPERVISOR	TITLE	POSITION	FINAL SALARY
315-440-1719			Coach	\$8.25 an hour	315-708-4059			Teacher	\$7.25 an hour
REASON FOR LEAVING School					REASON FOR LEAVING Summer Job				
DATES OF EMPLOYMENT: FROM: Feb 2011 TO: August 16, 2012					DATES OF EMPLOYMENT: FROM: July 2, 2012 TO: August 16, 2012				
EMPLOYER #3					EMPLOYER #4				
ADDRESS	STREET	CITY	STATE	ZIP	ADDRESS	STREET	CITY	STATE	ZIP
PHONE	SUPERVISOR	TITLE	POSITION	FINAL SALARY	PHONE	SUPERVISOR	TITLE	POSITION	FINAL SALARY
REASON FOR LEAVING					REASON FOR LEAVING				
DATES OF EMPLOYMENT: FROM: TO:					DATES OF EMPLOYMENT: FROM: TO:				

REDACTED		REDACTED		family friend / boss		HOW LONG	
REDACTED		REDACTED		worked for him over summer		7 years	
NAME		PHONE NUMBER		HOW ACQUAINTED		HOW LONG	
NAME		PHONE NUMBER		HOW ACQUAINTED		HOW LONG	

PLEASE COMPLETE REMAINDER OF APPLICATION ON REVERSE SIDE.

DO NOT WRITE BELOW THIS LINE.

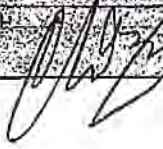
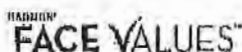
DATE OF BIRTH 5/18/94		TEMP OR <input checked="" type="checkbox"/> HIRE	FT OR <input checked="" type="checkbox"/> PT	STORE 31	MALE OR <input checked="" type="checkbox"/> FEMALE	START DATE 10/30/12
HOURLY OR COEFF. MGR. OR SALARIED (PAY TYPE: CIRCLE ONE)		RATE (ONLY IF HOURLY): 8.00		PER HOUR		NEXT REVIEW DATE 1/31/13
RACE (CIRCLE ONE) <input checked="" type="checkbox"/> WHITE <input type="checkbox"/> BLACK <input type="checkbox"/> HISPANIC/LATINO <input type="checkbox"/> ASIAN <input type="checkbox"/> AMERICAN INDIAN/ALASKA NATIVE <input type="checkbox"/> NATIVE HAWAIIAN/PACIFIC ISLANDER <input type="checkbox"/> TWO OR MORE RACES (NONE OF WHICH ARE HISPANIC OR LATINO)						SOCIAL SECURITY NUMBER REDACTED
SIGNATURE OF HIRING INDIVIDUAL 						

EXHIBIT 13



ASSOCIATE SEPARATION FORM (Use this form whenever an associate resigns or is terminated)

1. Complete and review sections 1-11 below.
2. Ensure that separating associate reads section 10 and signs as indicated.
3. Review and confirm all hours; change status in Time & Attendance.
4. If applicable, submit final pay request to Corporate Payroll.
5. CT, GA, LA, MA, NJ, NM, NY and TN: Process your STATE'S SEPARATION NOTICE.
6. Notify Tels/Equipex via Case Number.

REDACTED

1. NAME: Bradley Breda SOCIAL SECURITY # REDACTED OR # 850
2. JOB CLASSIFICATION (check one): Part Time (less than 35 hrs per wk) Full Time (35 or more hrs per wk) Mgmt
3. START DATE: 8/3/15 LAST DAY WORKED: 11/8/16 SEPARATION DATE: 11/8/16
(this date represents the last day the associate physically worked) (see ** at bottom of form for situations where SEPARATION DATE differs from LAST DAY WORKED)

4. REASON FOR LEAVING - Check all that apply:

RESIGNATION/VOLUNTARY:

☐ Better Job Opportunity

☐ Return To School

☐ Medical

☐ Job Abandonment

☐ Scheduled Work Hours ☐ too many / ☐ too few

☐ Other (Give specific reason) _____

TERMINATION/INVOLUNTARY:

☐ Job Elimination

☐ Poor Performance

☐ Misconduct

☒ Other

Violation company policy

☐ SEPARATION PROCESSED THRU CASH BUILDER
(Check box once completed)

5. COMPANY PROPERTY RETURNED - Check all that apply:

☒ Keys (store, terminals, thermostats)

☒ Alarm, telephone and computer access codes erased

☒ Associate loans repaid in full

☒ Name Badge

☒ Other _____

6. BENEFITS - Check, if applicable:

☐ Associate informed of COBRA

7. FINAL PAY - Check all that apply:

☒ Vacation/Floating Holiday/Comp. day adjustment made in Time & Attendance

Indicate plus or minus days for vacation adjustment: _____

Indicate Floating Hol/Comp. days owed (if applicable): _____

☒ Associate/employer agrees on final check:

Based on _____ days worked for salaried associates

Based on _____ hours worked for hourly associates

☒ Associate received final check today in the amount of \$ _____

☒ If applicable, associate loan paperwork forwarded to payroll

☒ Associate will return to store to pick up check on 11/8/16

☐ If applicable, final paycheck mailed to Address noted in #8

8. CURRENT ADDRESS:

Address 46 Boulevard He Place

City Amityville

State NY Zip Code 11701

9. USE BACK SIDE OF THIS FORM FOR ASSOCIATE COMMENTS, IF ANY.

10. Separating associate is to read this section before signing form:

- An adjustment may be made to your final paycheck for any vacation time you had taken but not yet accrued, or that you had accrued but not yet taken. Any such adjustment is set forth above in Section 7.
- As you leave us, we wanted to remind you of your continuing obligation not to disclose to anyone any confidential business and/or proprietary information regarding Bed Bath & Beyond and its operations. Please also make sure you have returned all documents and other items such as records, computer files, computer disks, manuals and notes relating or belonging to the company. You may not take any such materials with you. These things are important to the company, as you may remember from your associate handbook, and that is why your obligation of confidentiality continues even after you leave employment with us.

I fully understand the information that I read in Section 10. If there is anything that I did not understand, I have asked for an explanation.

Associate's Signature: [Signature]

Date 11-08-16

11. Supervisor's Signature: [Signature]

Date 11-8-16

Store Manager's/Corp Counterpart's Signature: [Signature]

Date _____

** EXAMPLES OF SEPARATION DATE DIFFERING FROM LAST DAY WORKED:

- The Last Day Worked was actually different from the resignation/termination date.
- Job Abandonment: when an associate is absent from work & does not notify the store for a specific period of time, separation date is the date that the decision was made to separate employment.
- Failure to return from LCA/WC: the separation date is the date that the associate was scheduled to return from an approved LCA or WC leave.
- Failure to return from vacation: the separation date is the date in which the associate was scheduled to return from an approved vacation.

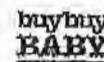
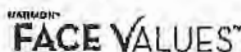
ENR 04/1A & 111 - 2/99; 6/01; 5/02; 3/04; 3/04; 2/08; 3/10; 2/11; 5/12; rev 4/15

11/2 P

Store # 0037 6313603578 >> 16319824728

2016-11-16 16:38

EXHIBIT 14



ASSOCIATE SEPARATION FORM (Use this form whenever an associate resigns or is terminated)

1. Complete and review sections 1-11 below
2. Ensure that separating associate reads section 10 and signs as indicated
3. Review and confirm all hours; change status in Time & Attendance
4. If applicable, submit final pay request to Corporate Payroll
5. CT, GA, LA, MA, NJ, NM, NY and TN:
Process your STATE'S SEPARATION NOTICE
6. Notify Tals/Equifax via Case Builder

1. NAME: Danielle Beha SOCIAL SECURITY # REDACTED STORE # 260

2. JOB CLASSIFICATION (check one): Part Time (Less than 35 hrs per wk) Full Time (35 or more hrs per wk) Mgmt

3. START DATE: 5/9/05 LAST DAY WORKED: 6/26/17 SEPARATION DATE: 6/26/17
(this date represents the last day the associate physically worked) (see ** at bottom of form for situations where SEPARATION DATE differs from LAST DAY WORKED)

4. REASON FOR LEAVING - Check all that apply:

RESIGNATION/VOLUNTARY: Better Job Opportunity Return To School Medical Job Abandonment Scheduled Work Hours ☐ too many / ☐ too few Other (Give specific reason)

TERMINATION/INVOLUNTARY: Job Elimination Poor Performance Misconduct Other

☐ SEPARATION PROCESSED THRU CASE BUILDER (Check box once completed)

5. COMPANY PROPERTY RETURNED - Check all that apply:
Keys (store, terminals, thermostats)
Alarm, telephone and computer access codes erased
Associate loans repaid in full
Name Badge
Other

6. BENEFITS - Check, if applicable:
Associate informed of COBRA

7. FINAL PAY - Check all that apply:
Vacation/Floating Holiday/Comp. day adjustment made in Time & Attendance
Indicate plus or minus days for vacation adjustment:
Indicate Floating Hol/Comp. days owed (if applicable)
Associate/Employer agree on final check:
Based on days worked for salaried associates
Based on hours worked for hourly associates
Associate received final check today in the amount of \$
If applicable, associate loan paperwork forwarded to payroll
Associate will return to store to pick up check on
If applicable, final paycheck mailed to Address noted in #8

8. CURRENT ADDRESS: MEM DAY
Address 7 Acacia drive
City Northport
State NY Zip Code 11768

9. USE BACK SIDE OF THIS FORM FOR ASSOCIATE COMMENTS, IF ANY.

10. Separating associate is to read this section before signing form:

- An adjustment may be made to your final paycheck for any vacation time you had taken but not yet accrued, or that you had accrued but not yet taken. Any such adjustment is set forth above in Section 7.
- As you leave us, we wanted to remind you of your continuing obligation not to disclose to anyone any confidential business and/or proprietary information regarding Bed Bath & Beyond and its operations. Please also make sure you have returned all documents and other items such as records, computer files, computer disks, manuals and notes relating or belonging to the company. You may not take any such materials with you. These things are important to the company, as you may remember from your associate handbook, and that is why your obligation of confidentiality continues even after you leave employment with us.

I fully understand the information that I read in Section 10. If there is anything that I did not understand, I have asked for an explanation.

X Associate's Signature: Danielle Beha Date 6/26/17

11 X Supervisor's Signature: _____ Date _____

X Store Manager's/Corp. Counterpart's Signature: _____ Date _____

** EXAMPLES OF SEPARATION DATE DIFFERING FROM LAST DAY WORKED:

- The Last Day Worked was actually different from the resignation/termination date.
- Job Abandonment: when an associate is absent from work & does not notify the store for a specific period of time; separation date is the date that the decision was made to separate employment.
- Failure to return from LOA/WT: the separation date is the date that the associate was scheduled to return from an approved LOA or WT leave.
- Failure to return from vacation: the separation date is the date in which the associate was scheduled to return from an approved vacation.

HR 043-1A & 1B - 2/99; 6/01; 5/02; 5/04; 8/04; 2/08; 3/10; 2/11; 5/12; rev 4/15

Ms. V. 10/17

4/9/09
Danielle Reha
DOH 5/9/05
Operations Mgr.
Store #770
Warning

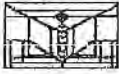
Today 4/9/09, Tim Palmer (DM) had a conversation with Danielle Reha (OPS Mgr.) regarding her performance, specifically regarding cash handling.

Tim explained to Danielle that through a recent LP investigation it was found that Danielle allowed associates to count out register tills alone, which is a violation of company policy. In permitting associates to count the register tills alone, Danielle caused the company a financial loss. There must be two associates in the cash office when counting out register tills as per the company policy and procedures.

It was outlined for Danielle that as an assistant manager Bed Bath & Beyond expects that she is setting the highest standard in the building and is leading by example to her staff at all times. Tim specifically reviewed the company expectations for cash handling policy and procedures, and Danielle acknowledged that she understood.

Tim reiterated the expectations that Bed Bath & Beyond has for all managers, and made it clear that any reoccurrence of this or any other violations of company policy/procedure or inconsistency work performance could result in termination of employment.

Tim Palmer



Jen Gulde : Pampered Chef concern

Brian Snell & Judy Cohen

06/15/2017 03:42 PM

This message has been forwarded.

- on 6/13/17 DM Tim Palmer spoke with DOPs Jen Gulde (DOH: 9/8/03) regarding concerns that she had allowed #260 ASM Danielle Reha to have a Pampered Chef party at her house, which is a clear conflict of interest and demonstrates extremely poor judgment by a member of District Support. Pampered Chef is a consultant based on-line retailer specializing in various Housewares and Dining / entertaining products. Their website is www.pamperedchef.com
- While Jen originally indicated to Tim that no other employee from BBBY other than #260 ASM Danielle Reha had attended the 6/1/17 party, it later became clear through conversation that #850 ASM Amanda Demato and #850 Dept. Mgr Sarah Aronson were also in attendance.
- Jen explained that 6/1/17 represented the only time she had hosted such an event and did not appear to originally understand why this would represent an issue, stating she was just having a party with her friends. Tim explained the Company's concern from a solicitation and conflict of interest perspective, as well as the expectation for members of district support relating to judgement.
- Jen asked Tim if she was going to be separated, to which Tim explained that the matter was serious in nature and would be reviewed with the appropriate parties in the coming days. Tim further explained to Jen that she had been making some terrible decisions recently (scheduling / attendance), and also reminded her that she had just been administered an overall "Meets Some Expectation" review in May
- In addition to the above managers, #260 Dept. Mgr Doreen Dawson was also overheard discussing matters pertaining to Pampered Chef on the phone while at work. It was this observation, made by DCST Dawn Mihalek, that began our inquiry into the matter. Dawn informed DHRM Renee Ryan of her observation of Doreen's phone call *as well as* the 6/1 party, which Dawn indicated she had recently been made aware and had felt uncomfortable about.
- Please find attached screen captures confirming ASM Danielle Reha's involvement with Pampered Chef as well as the 6/1/17 party hosted by Jen.



Danielle Reha Pampered Chef 6-15-17.docx

- While there have been no conversations with any of the other managers involved at this time, once the appropriate action is determined / taken with Jen the intention is to begin reviewing this matter in detail with each of the managers involved and holding them accountable as well.
- The collective recommendation is to separate Jen based on her extremely poor judgement as a member of the District Support Team.

Brian Snell

Regional Human Resources Manager

(201) 825-7399 (201) 825-6810 (845) 500-7844

brian.snell@bedbath.com

please consider the environment before printing this email.

EXHIBIT 15

**ASSOCIATE SEPARATION FORM (Use this form whenever an associate resigns or is terminated)**

1. Complete and review sections 1-11 below
 2. Ensure that separating associate reads section 10 and signs as indicated
 3. Review and confirm all hours; change status in Time & Attendance
 4. If applicable, submit final pay request to Corporate Payroll
 5. CT, GA, LA, MA, NJ, NM, NY and TN:
 6. Notify Tals/Equifax via Case Builder
 Process your STATE'S SEPARATION NOTICE

1. NAME: **John Dunne** LAST 4 OF SOCIAL SECURITY #: **XXX-XX-4174** STORE #: **1246**2. JOB CLASSIFICATION (check one): Part Time Full Time ☒ Mgmt
(Less than 35 hrs per wk) (35 or more hrs per wk)3. START DATE: **7/30/2007** LAST DAY WORKED: **8/3/2017** SEPARATION DATE: **8/3/2017**
(this date represents the last day the associate physically worked) (see ** at bottom of form for situations where SEPARATION DATE differs from LAST DAY WORKED)

4. REASON FOR LEAVING - Check all that apply:

RESIGNATION/VOLUNTARY:

- ☐ Better Job Opportunity
☐ Return To School
☐ Medical
☐ Job Abandonment
☐ Scheduled Work Hours ☐ too many / ☐ too few
☐ Other (Give specific reason) _____

TERMINATION/INVOLUNTARY:

- ☒ Job Elimination
☐ Poor Performance
☐ Misconduct
☐ Other

☒ **SEPARATION PROCESSED THRU CASE BUILDER**
(Check box once completed)

5. COMPANY PROPERTY RETURNED - Check all that apply:

- ☐ Keys (store, terminals, thermostats)
☐ Alarm, telephone and computer access codes erased
☐ Associate loans repaid in full
☐ Name Badge
☐ Other _____

6. BENEFITS - Check, if applicable:

☒ Associate informed of COBRA

7. FINAL PAY - Check all that apply:

Vacation Reg: **33.7** Vacation OT: **0.0**
 Floating Holiday Reg: **18.0** Floating Holiday OT: **0.0**

- ☐ Associate/Employer agree on final check:
 Based on _____ days worked for salaried associates
 Based on _____ hours worked for hourly associates
☐ Associate received final check today in the amount of \$ _____
☐ If applicable, associate loan paperwork forwarded to payroll

☒ If applicable, final paycheck mailed to Address noted in #8

8. CURRENT ADDRESS:

Address: **197 Beach Street**
Address Line 2:City: **Bronx**State: **NY**
Zip Code: **10464**Phone Number: **(516) 4103724**

9. USE BACK SIDE OF THIS FORM FOR ASSOCIATE COMMENTS, IF ANY.

10. Separating associate is to read this section before signing form:

- An adjustment may be made to your final paycheck for any vacation time you had taken but not yet accrued, or that you had accrued but not yet taken. Any such adjustment is set forth above in Section 7.
- As you leave us, we wanted to remind you of your continuing obligation not to disclose to anyone any confidential business and/or proprietary information regarding Bed Bath & Beyond and its operations. Please also make sure you have returned all documents and other items such as records, computer files, computer disks, manuals and notes relating or belonging to the company. You may not take any such materials with you. These things are important to the company, as you may remember from your associate handbook, and that is why your obligation of confidentiality continues even after you leave employment with us.

I fully understand the information that I read in Section 10. If there is anything that I did not understand, I have asked for an explanation.

Associate's Signature: _____

Date: **8/6/17**

11. Supervisor's Signature: _____

Date: _____

Store Manager's/Corp Counterpart's Signature: Chris MaguireDate: **8/8/17****** EXAMPLES OF SEPARATION DATE DIFFERING FROM LAST DAY WORKED:**

The Last Day Worked was actually different from the resignation termination date

Job Abandonment: when an associate is absent from work & does not notify the store for a specific period of time; separation date is the date that the decision was made to separate employment

Failure to return from LOA/VC: the separation date is the date that the associate was scheduled to return from an approved LOA or VC leave.

Failure to return from vacation: the separation date is the date in which the associate was scheduled to return from an approved vacation.

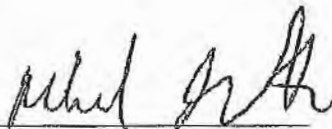
John Dunne
Assistant Manager #553
DOH: 7/30/07
NTF
8/11/12

Today, 8/11/12, Rob Frazzetta (SM) had a conversation with John Dunne (Assistant Manager) regarding his performance; relating specifically to his failure to follow company procedure.

It was explained to John that he had failed to follow proper protocol on 7/18/12 when there was a suspicious store credit issued in the amount of \$3006.83. John failed to follow up with a Security Alert to alert other stores in the area about the incorrect store credit, resulting in a \$2700.00 loss for the company.

Rob explained to John that he expects him to be following up on all areas of responsibility within his role, and that failing to execute the above negatively impacts the overall performance of the building and creates potential liability issues. Rob also reminded John that these processes and procedures are part of his responsibility, and as the Assistant Manager and/or MOD he must follow up on them to ensure that he leads by example and protects the company.

Rob expressed his disappointment in John's actions, and made it clear that any violations of these rules or any other action, which in the opinion of Management is detrimental to the orderly conduct or integrity of the business, will result in disciplinary action, up to and including immediate termination of employment.



Rob Frazzetta
Store Manager

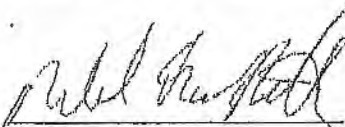
John Dunne
Assistant Manager #553
DOH: 7/30/07
NTF
12/11/12

Today, 12/11/12, Rob Frazzetta (Store Manager) had a conversation with John Dunne (Assistant Manager), regarding John's poor performance, relating specifically to failure to complete appropriate tasks and Managerial responsibilities as it relates to a proper store close. Rob reminded John that as Manager he is responsible for the leadership and development of his team and he should be leading by example.

Today, Rob specifically addressed John continually failing to complete a proper recovery and close of any of the rooms. In addition, John has been reported to spend a lot of time on personal phone calls in the office.

Rob explained to John, that he is currently performing at a lower standard than expected of an Assistant Manager and he is failing to hold himself and the Associates accountable. Additionally, Rob explained to John that as an Assistant Manager, he will be held to a higher standard and he should be leading by example. This is not acceptable for Assistant Manager standards.

Rob reviewed the expectations that Bed Bath & Beyond has for all managers, and made it clear that any violation of company policy, or any other action, which in the opinion of management is detrimental to the orderly conduct or integrity of the business, will result in disciplinary action, up to and including immediate termination of employment.

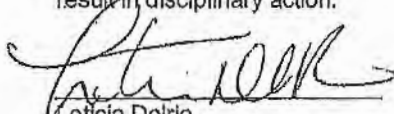

Rob Frazzetta
Store Manager

John Dunne
Assistant Manager #1246
DOH: 7/30/07
4-26-13
ROC

Today, 4-26-13, Leticia Delrio (Store Manager) spoke to John Dunne (Assistant Manager) regarding his performance; relating specifically to his substandard execution of completing his front end basics training. It was discussed with John that despite being employed with Bed Bath and Beyond for more than 5 years, he failed to make front end training a priority and work on his own development, resulting in his failure to properly support service in the store by assisting at the front end.

It was explained to John that by making front end training a priority he is negatively impacting his own development and ultimately, the business in failing to develop his knowledge and grow as a senior manager. Leticia communicated to John that Bed Bath and Beyond expects all senior managers to complete all their training in order to have a global understanding of the building and an ability to assist in all aspects of the business. Leticia then gave specific time frames to work on his front end training and was also told if he faces challenges in meeting these expectations they must be communicated to the store manager. It was explained to John that he had demonstrated poor judgment in failing to work on his front end Basics training, and therefore negatively impacting the store and his development.

Leticia expressed her disappointment in John's actions and informed him that any reoccurrence of this or any other violations of company policy/procedure or inconsistent work performance may result in disciplinary action.


Leticia Delrio,
Store Manager

10-15-'13 11:37 FROM-

10-09-'13 09:11 FROM-Bed Bath & Beyond430 9145282812

T-175 P0002/0002 F-949

T-432 P0001/0002 F-561

John Dunne
Assistant Manager #1246
DOH: 7/30/07
July 27, 2013
Record of Conversation


Today, 7/27/13, Leticia DelRio (Store Manager) had a conversation with John Dunne (Assistant Manager), regarding John's poor performance, relating specifically to failure to complete appropriate tasks and Managerial responsibilities.

Today, Leticia specifically addressed John continually failing:

- To have a proper recovery
- Window treatment room not completed to standards
- 2 Late calendar tasks
- Payroll over hours week 3 and 4
- F/E paperwork due by 7/12; Front End Re-certifications not completed

Leticia explained to John, that he is currently performing at a lower standard than expected of an Assistant Manager and he is failing to hold himself and the Associates accountable. Additionally, Leticia explained to John that as an Assistant Manager, he will be held to a higher standard and he should be leading by example. This is not acceptable for Assistant Manager standards.

Leticia reviewed the expectations that Bed Bath & Beyond has for all managers, and made it clear that any violation of company policy, or any other action, which in the opinion of management is detrimental to the orderly conduct or integrity of the business, will result in disciplinary action, up to and including immediate termination of employment.



Leticia Del Rio
Store Manager

10-10-'13 01:12 FROM-

T-197 P0011/0012 F-981

10-09-'13 09:21 FROM-Bed Bath & Beyond410 9145282312

T-433 P0010/0011 F-562

John Dunne
Assistant Manager #1246

DOB: 7/30/67

September 9, 2013

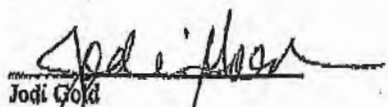
Record of Conversation

Today, 9/9/13, Jodi Gold (Store Manager) had a conversation with John Dunne (Assistant Manager), regarding John's poor performance, relating specifically to failure to complete appropriate tasks and Managerial responsibilities as it relates to following up on price changes, POS events and proper planning. Jodi reminded John that as Manager he is responsible for the leadership and development of his team and he should be leading by example.

Today, Jodi specifically addressed John failing to complete price changes and POS events in a timely manner.

Jodi explained to John, that this could negatively impact the service standards in the building as well as store sales.

Jodi reviewed the expectations that Bed Bath & Beyond has for all managers, and made it clear that any violation of company policy, or any other action, which in the opinion of management is detrimental to the orderly conduct or integrity of the business, will result in disciplinary action, up to and including immediate termination of employment.


Jodi Gold
Store Manager

John Dunne
Assistant Manager #1246
DOH: 7/30/07
December 9, 2013
Record of Conversation


Today, 12/9/13, Jodi Gold (Store Manager) had a conversation with John Dunne (Assistant Manager), regarding John's poor performance, relating specifically to failure to complete appropriate tasks and Managerial responsibilities.

Today, Jodi specifically addressed John not having the appropriate sense of urgency for daily tasks such as:

- 1 Daily reality walks
- 2 Reacting to daily soft side issues before requiring a complete reset
- 3 Signage
- 4 Filling
- 5 Display walks
- 6 Transfers

Jodi explained to John, that he is failing to hold himself and the Associates accountable for the daily standards expected of him. Additionally, Jodi explained to John that as an Assistant Manager, he will be held to a higher standard and he should be leading by example.

Jodi reviewed the expectations that Bed Bath & Beyond has for all managers, and made it clear that any violation of company policy, or any other action, which in the opinion of management is detrimental to the orderly conduct or integrity of the business, will result in disciplinary action, up to and including immediate termination of employment.



Jodi Gold
Store Manager

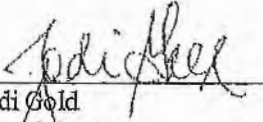
John Dunne
Assistant Manager #1246
DOH: 7/30/07
December 20, 2013
Record of Conversation

Today, 12/20/13, Jodi Gold (Store Manager) spoke with John Dunne (ASM) to discuss his performance, relating specifically to his poor judgment.

It was outlined for John that he has been displaying a lack of presence on the sales floor during the recovery shift. Jodi explained to John that he has been spending entirely way too much time in the office when he needs to be on the floor running the recovery block.

Jodi further explained to John that by staying in the office he is unable to manage the business and service levels on the floor and it is evident in the condition of the building during his shifts.

Jodi expressed her disappointment in John's actions, and made it clear that any violation of company policy, or any other action, which in the opinion of management is detrimental to the orderly conduct or integrity of the business, will result in disciplinary action, up to and including immediate termination of employment.


Jodi Gold
Store Manager

05-12-'14 10:49 FROM-Bed Bath & Beyond410 9145282812

T-959 P0001/0001 F-525

05-12-'14 08:53 FROM-

T-634 P0002/0003 F-938

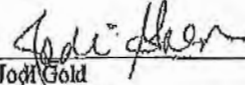
John Dunne
Assistant Manager #1246
DOB: 7/30/07
March 7, 2014
Record of Conversation

Today, 3/7/14, Jodi Gold (Store Manager) spoke with John Dunne (ASM) to discuss his performance, relating specifically to his poor judgment when dealing with a customer.

It was outlined for John that he had allowed his frustrations to show and get in the way of appropriately dealing with a customer when Jodi overheard him asking a customer, more than once, to, when he was done, put back the comforters that he had unrolled down to the floor. Each time John said it, his tone became harsher.

Jodi further explained to John that as a Senior Manager, he sets the example for the store. Jodi understood that the customers response was very demeaning, but that John needed to maintain our level of service with the customer and adjust his tone and body language.

Jodi expressed her disappointment in John's actions, and made it clear that any violation of company policy, or any other action, which in the opinion of management is detrimental to the orderly conduct or integrity of the business, will result in disciplinary action, up to and including immediate termination of employment.


Jodi Gold
Store Manager

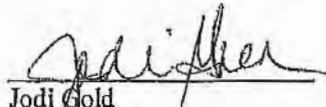
John Dunne
Assistant Manager #1246
DOH: 7/30/07
March 26, 2014
Record of Conversation

Today, 3/26/14, Jodi Gold (SM) had a conversation with John Dunne (Assistant Manager) regarding his performance; relating specifically to his failure to follow up on MOD walks.

It was explained to John that the stores compliance in these areas is not acceptable and consistently puts the Managers in a position where tasks are not completed and/or results in customer service issues. Jodi further explained that this was the third conversation addressing the lack of compliance on the MOD forms.

Jodi explained to John that she expects him and any other Manager to be following up on all areas of responsibility within his role, and that failing to do so negatively effects the overall performance of the building and creates service issues.

Jodi expressed her disappointment in John's lack of follow through and explained the expectations that Bed Bath & Beyond has for all managers, and made it clear that any violation of company policy, or any other action, which in the opinion of management is detrimental to the orderly conduct or integrity of the business, will result in disciplinary action, up to and including immediate termination of employment.


Jodi Gold
Store Manager

John Dunne
Assistant Manager #1246
DOH: 7/30/07
March 26, 2014
Record of Conversation

Today, 3/26/14, Jodi Gold (Store Manager) spoke with John Dunne (ASM) to discuss his performance, relating specifically to his poor judgment when speaking in an unprofessional tone.

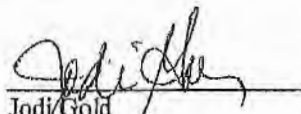
It was outlined for John that he had allowed his frustrations to show and get in the way of appropriately dealing with Associates and fellow Managers.

John chose to address his concerns about the recovery of the building with another Senior Manager on the walkie talkie. Jodi explained to John that addressing his concern in a public forum was a poor decision on his part and he should speak to another Manager privately if he has concerns. Additionally, John should keep in mind that there will always be situations in the building that may prevent things from happening as we would like, but he should be sure to ask the questions first.

Jodi also explained to John that it had come to her attention that he began to argue back and forth with an Associate who kept another Associate later than the scheduled shift to help deal with lines on the front end. John said that when Stephanie Cifuentes got loud with him, he started getting loud back.

Jodi reminded John that as a Senior Manager, he sets the example for the store. Jodi further explained that they do not manage people or situations by screaming, and that is the Managers' responsibility to teach, train and coach the Associates in order to best correct their actions and ensure that they understand the "whys."

Jodi expressed her disappointment in John's actions, and made it clear that any violation of company policy, or any other action, which in the opinion of management is detrimental to the orderly conduct or integrity of the business, will result in disciplinary action, up to and including immediate termination of employment.


Jodi Gold
Store Manager

John Dunne
Assistant Manager #1246
DOH: 7/30/07
July 29, 2014
Record of Conversation

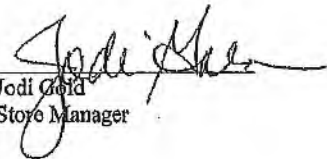
Today, 7/29/14, Jodi Gold (SM) had a conversation with John Dunne (Assistant Manager) regarding his performance.

It was explained to John that while Jodi was on vacation, he and the other Senior Managers failed to maintain standard routines already established in the store, such as:

- MOD forms being completed to include EAS walks
- Put away portion of the Merchandise Planner not completed at all
- Board Meeting paperwork was incomplete
- EAS Cage audits were incomplete

Jodi explained to John that he is expected to follow up on all areas of responsibility within his role, and that failing to properly execute the above negatively impacts the overall performance of the building. Additionally, Jodi reiterated the importance of staying on routines.

Jodi expressed her disappointment in John's actions, and made it clear that that any violation of company policy, or any other action, which in the opinion of management is detrimental to the orderly conduct or integrity of the business, will result in disciplinary action, up to and including immediate termination of employment.


Jodi Gold
Store Manager

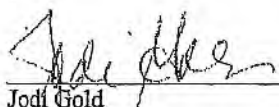
John Dunne
Assistant Manager #1246
DOH: 7/30/07
August 12, 2014
Record of Conversation

Today, 8/12/14, Jodi Gold (Store Manager) had a conversation with John Dunne (Assistant Manager), regarding John's poor performance, relating specifically to failure to complete appropriate tasks and Managerial responsibilities.

Today, Jodi specifically addressed to orders that auto cancelled on 8/1/14. John was made aware and reminded that the orders were in the system and printed for him, but failed to grab the orders to pull the items.

Jodi explained the importance on following up on these orders and that as the MOD it is his responsibility to ensure that the items are pulled promptly and the customers needs are met.

Jodi reviewed the expectations that Bed Bath & Beyond has for all managers, and made it clear that any violation of company policy, or any other action, which in the opinion of management is detrimental to the orderly conduct or integrity of the business, will result in disciplinary action, up to and including immediate termination of employment.



Jodi Gold
Store Manager

John Dunne
Assistant Manager #1246
DOH: 7/30/07
January 2, 2015
Record of Conversation


Today, 1/2/15, Keith Haack (SM) spoke to John Dunne (Assistant Manager) regarding his overall performance, as it relates specifically to customer service. It was discussed that John had failed to follow the steps of LEAD to appropriately deal with a customer situation.

Keith explained to John that when he realized the customer was returning a different item than the one that was supposed to be in the box he denied the return and told the customer he would research the information and get back to her. John failed to follow up on the return and did not contact the customer. Keith further explained that he should validate the return by checking the return history to ensure this was not an LP issue. If it turned out that he could not accommodate the customer, he should have partnered with DCST to assist in addressing the matter, but to not get back to the customer was completely unacceptable.

John did not practice Lead and deliver the service expected by the customer. John failed to show the sense of urgency the customer had expected.

Keith expressed his disappointment in John's lack of commitment to customer service and explained that making a customer happy is ALWAYS the top priority in our company. Keith also illustrated to John the negative effects not empathizing with the customer and not resolving their issues can create within the store. Keith explained to John that as an Assistant Manager it is his responsibility to lead by example and drive our high level of service standards.

Keith explained to John how he needs to be a champion of service in the store and always foster our LEAD philosophy. Keith further explained the expectations that Bed Bath & Beyond has for all managers and made it clear that any violation of company policy, or any other action, which in the opinion of management is detrimental to the orderly conduct or integrity of the business, will result in disciplinary action, up to and including immediate termination of employment.



Keith Haack, Store Manager

Keith Haack 4/19/15

2014-10-15 05:45

0781 8452980821 >> SpandSP Fax Ident

P 20/21

04-19-'15 08:38 FROM..

T-243 P0003/0003 F-087

John Dunne
Assistant Manager #1246
DOB: 7/30/07
March 4, 2015
Record of Conversation

Today, 3/4/15, Keith Haack (Store Manager) had a conversation with John Dunne (Assistant Manager), regarding John's poor performance, relating specifically to failure to complete appropriate tasks and Managerial responsibilities.

Today, Keith specifically addressed John's failure to complete any of his MOD walks during his 5 MOD walks on the week ending 2/28/15.

Keith explained the importance of the MOD program and that recording his observations and training during a shift is an integral part of the program.

Keith reviewed the expectations that Bed Bath & Beyond has for all managers, and made it clear that any violation of company policy, or any other action, which in the opinion of management is detrimental to the orderly conduct or integrity of the business, will result in disciplinary action, up to and including immediate termination of employment.



Keith Haack
Store Manager

Keith Haack 4/19/15

John Dunne
Assistant Manager #1246
DOH: 7/30/07
May 12, 2015
Record of Conversation

Today, 5/12/15, Keith Haack (Store Manager) had a conversation with John Dunne (Assistant Manager) regarding his performance; relating specifically to his failure to comply with minor laws.

On 4/30/15 a minor was scheduled from 5:30 to 9:00 pm. Instead, the Associate worked from 6:11 pm until 10:30 pm.

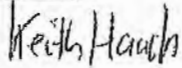
It was explained to John that he had failed to follow through on this area of responsibility within the store, despite the clear direction and understanding that it is the Managers responsibility to closely monitor and regulate all minor schedules and breaks to ensure compliance. Keith expressed to John that he is ultimately failing to hold himself accountable for not executing these specific best practices, allowing two violations in one shift – working over four hours and past 10:00 pm.

Keith explained to John that he expects him to be following up on all areas of responsibility within his role, and that failing to execute the above negatively impacts the overall performance of the building.

Keith expressed his disappointment in John's actions, and made it clear that any violation of company policy, or any other action, which in the opinion of management is detrimental to the orderly conduct or integrity of the business, will result in disciplinary action, up to and including immediate termination of employment.



Keith Haack
Store Manager



2015-05-30 13:06

0781 8452980821 >> 19148851064

P 15/26

John Dunne
Assistant Manager #1246
DOH: 7/30/07
August 24, 2015
Record of Conversation

Today, 8/24/15, Keith Haack (Store Manager) had a conversation with John Dunne (Assistant Manager) regarding his performance; relating specifically to the following:

- Failing to complete the weekly store checklist that was due on 8/21/15
- Failing check for ROPIS orders during his LOD shift on 8/24/15 resulting in an auto cancel on the order

Keith explained to John that he expects him to be following up on all areas of responsibility within his role, and that failing to execute the above negatively impacts the overall performance of the building.

Keith also explained that it is part of John's responsibility, as a Manager, to ensure that she completes assigned projects on time.


Keith Haack
Store Manager

John Dunne
Assistant Manager #1246
DOH: 7/30/07
January 5, 2017
Record of Conversation

Today, 1/5/17, Cian Maggiore (Store Manager) spoke with John Dunne (ASM) to discuss his performance, relating specifically to his poor judgment when speaking in an unprofessional tone.

It was outlined for John that he had allowed his frustrations to show and get in the way of appropriately dealing with a fellow ASM and the Store Manager.

Cian reiterated for John that he had lost his temper and was screaming at Cian and Chun about an Associate calling out. John was swearing and yelling at Cian in front of Chun.

Cian reminded John that as a Senior Manager, he sets the example for the store. Cian further explained that they do not manage people or situations by screaming, and that is the Managers' responsibility to teach, train and coach the Associates in order to best correct their actions and ensure that they understand.

John apologized for his behavior and understood that this would not be tolerated moving forward.

Cian expressed his disappointment in John's actions, and made it clear that any violation of company policy, or any other action, which in the opinion of management is detrimental to the orderly conduct or integrity of the business, will result in disciplinary action, up to and including immediate termination of employment.

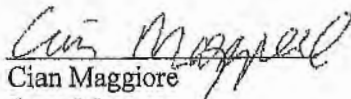
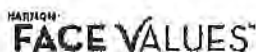

Cian Maggiore
Store Manager

EXHIBIT 16

02-28-'14 08:07 FROM-Bed Bath & Beyond

7168254120

T-146 P002/003 F-308



ASSOCIATE SEPARATION FORM (Use this form whenever an associate resigns or is terminated)

1. Complete and review sections 1-11 below
2. Ensure that separating associate reads section 10 and signs as indicated
3. Review and confirm all hours; change status in Time & Attendance
4. If applicable, submit final pay request to Corporate Payroll
5. CT, GA, LA, MA, NJ, NM, NY and TN:
6. Notify Talx/UC Express via WebSep

Process your STATE'S SEPARATION NOTICE

1. NAME: Chris Dykeman SOCIAL SECURITY # REDACTED STORE # 571

2. JOB CLASSIFICATION (check one): Part Time Full Time Mgmt
(Less than 35 hrs per wk) (35 or more hrs per wk)

3. START DATE: 3-3-08 LAST DAY WORKED: 2-22-14 SEPARATION DATE: _____
(this date represents the last day the associate physically worked) (see ** at bottom of form for situations where SEPARATION DATE differs from LAST DAY WORKED)

4. REASON FOR LEAVING - Check all that apply:

RESIGNATION/VOLUNTARY:

- ☐ Better Job Opportunity
- ☐ Return To School
- ☐ Medical
- ☐ Job Abandonment
- ☐ Scheduled Work Hours ☐ too many / ☐ too few
- ☐ Other (Give specific reason) _____

TERMINATION/INVOLUNTARY:

- ☐ Job Elimination
- ☐ Poor Performance
- ☒ Misconduct
- ☐ Other

TALX/UCEXPRESS CODE USED:

4300

☒ SEPARATION PROCESSED THRU WEB SEP
(Check box once completed)

5. COMPANY PROPERTY RETURNED - Check all that apply:

- ☒ Keys (store, terminals, thermostats)
- ☒ Alarm, telephone and computer access codes erased
- ☒ Associate loans repaid in full
- ☒ Name Badge
- ☐ Other _____

6. BENEFITS - Check, if applicable:

☐ Associate informed of COBRA

7. FINAL PAY - Check all that apply:

- ☐ Vacation/Floating Holiday/Comp. day adjustment made in Time & Attendance
- Indicate plus or minus days for vacation adjustment: _____
- Indicate Floating Hol/Comp. days owed (if applicable): _____
- ☐ Associate/Employer agree on final check:
- Based on _____ days worked for salaried associates
- Based on _____ hours worked for hourly associates
- ☐ Associate received final check today in the amount of \$ _____
- ☐ If applicable, associate loan paperwork forwarded to payroll
- ☐ Associate will return to store to pick up check on _____
- ☐ If applicable, final paycheck mailed to Address noted in #8

8. CURRENT ADDRESS:

Address 1560 Canal Rd

City Oneida

State NY Zip Code 13421

9. USE BACK SIDE OF THIS FORM FOR ASSOCIATE COMMENTS, IF ANY.

10. Separating associate is to read this section before signing form:

- An adjustment may be made to your final paycheck for any vacation time you had taken but not yet accrued, or that you had accrued but not yet taken. Any such adjustment is set forth above in Section 7.
- As you leave us, we wanted to remind you of your continuing obligation not to disclose to anyone any confidential business and/or proprietary information regarding Bed Bath & Beyond and its operations. Please also make sure you have returned all documents and other items such as records, computer files, computer disks, manuals and notes relating or belonging to the company. You may not take any such materials with you. These things are important to the company, as you may remember from your associate handbook, and that is why your obligation of confidentiality continues even after you leave employment with us.

I fully understand the information that I read in Section 10. If there is anything that I did not understand, I have asked for an explanation.

Associate's Signature: _____

Date 2/27/14

11. Supervisor's Signature: _____

Date 2/27/14

Store Manager's/Corp Counterpart's Signature: _____

Date 2-22-14

** EXAMPLES OF SEPARATION DATE DIFFERING FROM LAST DAY WORKED

- The Last Day Worked was actually different than the resignation/termination date.
- Job Abandonment: when an associate is absent from work & does not notify the store for a specific period of time, separation date is the date that the decision was made to separate employment.
- Failure to return from LOA/WC: the separation date is the date that the associate was scheduled to return from an approved LOA or WC leave.
- Failure to return from vacation: the separation date is the date to which the associate was scheduled to return from an approved vacation.

HR 043-1A & 1B - 2/99; 6/01; 5/02; 5/04; 8/04; 2/08; 3/10; 2/11; rev 5/12

Recap of Conversation in regards to inappropriate comments made by Chris Dykeman

Chris Dykeman
ASM Store 515

On Friday 1/8/10 SM Derrick Cranston and I sat down with Chris to discuss his poor judgment and inappropriate comments he was making to another Manager in the building.

I first asked Chris if he knew why I was there to speak to him, he responded that he did not. I then asked if he remembered the conversation that Sr. DM Brian Walsh and Region HR Manager Brian Snell had with him on 11/25/09 in regards to him making some inappropriate comments to another individual in the building. Chris responded that he did, I then asked him if he had made any comments in particular to ASM Bob Clos in regards to SM Derrick Cranston. At that point he referenced a conversation that he and Bob were having in a "Joking" manner in reference to Bob being Derrick's favorite now and that Bob was in the "circle" and Chris was out. I then asked Chris at any point did he stand behind Derrick while he was having a conversation with Bob and rub his nose insinuating to Bob that he was a "brown noser" (so that Derrick could not see him). At that point Chris admitted that he had done that.

I again referenced the conversation that Brian Walsh and Brian Snell had with him on 11/25 and asked him what part of his job in jeopardy due to poor judgment and inappropriate conduct did he not understand.

I reminded Chris that his job is already in jeopardy for his judgment and conduct, and that he needs to refrain from this behavior towards ANY other employee in the building going forward. Chris acknowledged that he understood and we ended the conversation.

Robert Schmeer

MAR-23-2010 11:28AM FROM-Bed Bath & Beyond 515

3154467579

T-182 P.002/002 F-400

Christopher Dykeman
March 14, 2010
ASM Store #515
DOH: 3/3/08
NTF-Key Turn Approval Violation

On March 14, 2010, Derrick Cranston (SM) spoke to Chris Dykeman, (ASM) regarding his violation of the company policy on key turn authorizations.

Chris keyed a manager approval on 3/5/10 on an employee sale in which the cashier was the employee making the purchase. (Cherese Jones on register 52 at 9:35 pm; transaction 7943). Bed Bath & Beyond has loss prevention guidelines that do not allow a cashier to key his/her own employee sale. The manager approving the sale must confirm the policy is being followed.

Derrick expressed his disappointment in Chris's actions, and Derrick made it clear that at no time should Chris approve a transaction that violates company policy. Derrick told Chris that further violations of company policy will result in disciplinary action, up to and including termination.


Derrick Cranston, Store Manager

Christopher Dykeman
DOH 3-3-08
ASM # 511
2-27-14

RE: Termination of Chris Dykeman

Today, 2-27-14, Rob Schmeer (District Manager) and John Cairnduff (District HR Manager) met with Chris to discuss the resolution of the case regarding the missing deposit from 12-13-13 in store 511.

Rob, John, and Chris were together in the Store Manager's office. Rob advised Chris that we were there to discuss the closure of the case that he and Scot Tadasz (Area LP Manager) had discussed with him previously. Rob advised Chris that after reviewing the facts and a lot of discussion with district, regional, and corporate personnel, that the decision has been made to terminate his employment with Bed Bath, and Beyond.

Chris replied – wow, this is wrong, this is wrong. Rob asked him what he meant. Chris replied – you are going to separate me for a mistake, for one mistake. Rob replied this is a very big mistake. A \$1200 mistake. Chris replied – you are telling me that all the mistakes that people have made throughout the company that they were terminated. Rob replied I can't discuss other scenarios as I don't have the facts and I couldn't anyway. Rob said - I will tell you that this was a tough decision but it was a decision that had to be made. Chris did not have much more to say.

John provided Chris with the New York State –Benefits separation document. John also asked Chris to sign the Bed Bath and Beyond separation document which Chris did. John asked Chris for his name tag and his keys which Chris provided. John asked Chris if he wanted to take a moment and collect any personal belongings. Chris stated he only had a sweatshirt, in the break room which he retrieved. He grabbed his coat and left.

Rob advised Chris Sweeney to turn off any access codes and take Chris off the alarm list. Chris Sweeney advised these were completed.

John Cairnduff
District HR Manager